Interfolio Packet Requirements for Lecturers

Welcome to Interfolio’s Review, Promotion & Tenure, the evaluation system at Cal State Fullerton. Please note that the system is browser-sensitive and requires a recently-updated version of Chrome, Firefox, or Safari. Please do NOT upload files containing any highlighting, notes, or tags as this will most likely affect legibility.

It is recommended that users first gather all of their PDF documents and create their Table of Contents (a sample template is available from FAR). Please use a naming convention for your documents so that reviewers can distinguish them from one another and identify the contents by the name. There are 12 categories below for you to upload your documents.

Faculty members are required to have all of their materials uploaded and the hard-copy checklist form submitted to their Chair by 5 pm on Monday, February 25, 2019.

Along with any approved departmental policy, the University Policy Statement 210.070 is the governing document for Lecturer evaluations. Please read through this document to understand the evaluation process and requirements. According to Section VII.A., the Evaluation Criteria for Teaching Duties include 1. Compliance with University, College, and Department policies governing instructional duties as outlined in faculty handbooks and University Policy Statements; 2. Establishment of a course environment conducive to learning; 3. Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes; 4. Effective use of a variety of instructional methods; 5. Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study; 6. Pedagogical currency and disciplinary currency as related to teaching.

If you have any questions, please visit the Interfolio Help Center or contact Faculty Affairs and Records at far@fullerton.edu or (657) 278-2125. Thank you.

Working Personnel Action File Table of Contents
1 required
An index listing all of the materials submitted by the faculty member for the evaluation.

UPS 210.070 or Approved Department Standards for Lecturer Faculty
1 required
UPS 210.070 is the evaluation policy for Lecturers (temporary instructional faculty). If Departmental Standards for Lecturer Faculty have not been approved, then UPS 210.070 is applicable for evaluation criteria.

Curriculum Vita
1 required
An updated C.V. covering the entire academic and professional employment history.
Summary of Assigned Duties and List of Teaching Assignments
1 required
A summary of assigned duties, including (for instructional faculty) a list of teaching assignments for each semester, including number of students per class. For those with non-instructional duties such as course coordination or assessment activities, the summary shall indicate expected activities and/or products associated with the assignment.

Narrative Summary
1 required
A narrative summary (not to exceed 1000 words), that provides a self-assessment of accomplishments in all aspects of assigned duties, including the primary assignment (teaching performance or performance as librarian or professional counselor) as well as related activities. If the WPAF includes evidence not directly related to the primary assignment(s), the narrative shall explain the relevance of such evidence to those assigned duties. The narrative may be supplemented for any of the following reasons (a faculty member may choose all that apply); each “supplemental area” shall increase the word limit by 500 words:
   a. If any weaknesses or problem areas have been identified (either in earlier reviews, in SOQs, or by the faculty member him or herself), the narrative shall include any plans or prior efforts to address these areas and (if known) the results of those efforts.
   b. If the faculty member is expected to render service to the profession, the University, the College, or the Department as part of his or her work assignment, the narrative shall summarize those service activities.
   c. If the faculty member is expected to be professionally active and/or to engage in scholarly or creative activity as part of his or her work assignment, the narrative shall summarize those professional, scholarly, or creative activities. Note that all faculty members in the Mihaylo College of Business and Economics are expected to meet AACS (Association for Advancement of the Collegiate Schools of Business)

Summary Reports of Student Opinion Questionnaires
1+ required
SOQ summary reports from each course taught during the review period. These are available through the CSUF Faculty Portal.

Completed Student Opinion Questionnaires from all Courses
1+ required
Raw data forms completed by students from all courses. These are available through the CSUF Faculty Portal.

Statistical Summaries of Grade Distributions (Graded Class Lists)
1+ required
Grade distributions from each course taught during the review period. These are available through the CSUF Faculty Portal.
Additional Evidence of Teaching Performance
1+ required
Lecturers exclusively assigned to teaching shall be evaluated solely on the basis of educational performance, which includes teaching performance and disciplinary and pedagogical currency. According to Section VII.A., the Evaluation Criteria for Teaching Duties include:

1. Compliance with University, College, and Department policies governing instructional duties as outlined in faculty handbooks and University Policy Statements
2. Establishment of a course environment conducive to learning
3. Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes
4. Effective use of a variety of instructional methods
5. Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study
6. Pedagogical currency and disciplinary currency as related to teaching.

When a faculty member is appointed to a position that involves responsibilities other than classroom instruction, evaluations shall be based on performance criteria relevant to assigned duties. Because additional, non-instructional duties vary widely by department and discipline, criteria for evaluation of such assignments may be established in Department Personnel Policy documents. Some examples of such criteria for particular assignments (and the kinds of evidence that a faculty member might produce to document each) include:

1. Effectiveness of advisement, as indicated, for example, by student progress towards degree, completed paperwork, advisement materials developed by the faculty member under review, student evaluations (where available), and the like.
2. Effective course coordination and assessment, as indicated by written report of the Department Chair or other person with knowledge of the faculty member’s performance of these duties.

Evidence of Currency in Field
1+ required
A narrative and any additional documentation demonstrating currency in the field. This may include professional achievements or activities, curricular innovations, and/or other relevant instructional materials consistent with policies and the faculty member's work assignment.

If Appropriate to Work Assignment: Evidence of Scholarly/Creative Activities
optional
When a faculty member is appointed to a position that involves responsibilities other than classroom instruction, evaluations shall be based on performance criteria relevant to assigned duties. Because additional, non-instructional duties vary widely by department and discipline, criteria for evaluation of such assignments may be established in Department Personnel Policy documents. Some examples of such criteria for particular assignments (and the kinds of evidence that a faculty member might produce to document each) include: Original scholarly and creative activity, as evidenced by publications, conference presentations, participation in juried competitions, performances, and the like.
If Appropriate: Evidence of University, College, Dept/Division, & Community Service
optional
When a faculty member is appointed to a position that involves responsibilities other than classroom instruction, evaluations shall be based on performance criteria relevant to assigned duties. Because additional, non-instructional duties vary widely by department and discipline, criteria for evaluation of such assignments may be established in Department Personnel Policy documents. Some examples of such criteria for particular assignments (and the kinds of evidence that a faculty member might produce to document each) include: Effective committee service, as indicated, for example, by written report of the committee Chair, by materials or policies created by the committee, and the like.