RTP and Interfolio Workshop for Fall ‘18

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Faculty Affairs and Records
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Overview

• Department Personnel Standards
• Retention, Tenure, and Promotion Process
  – Timing
  – Early Actions
  – Tips
  – Deadlines and Forms
  – WPAF
  – Review Process
• Interfolio Introduction
Department Personnel Standards

• The basis of all Retention, Tenure, and Promotion evaluations and recommendations

• “These standards… …shall indicate the specific range of activities and levels of performance necessary to meet requirements for positive retention, promotion, and tenure decisions.” (UPS 210.000)

• [http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php](http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php)
Retention, Tenure, and Promotion Process

• Probationary Year 1: Prepare Prospectus
• Probationary Year 2: First full performance review
• Probationary Year 3: Abbreviated review (unless full required)
• Probationary Year 4: Second full performance review
• Probationary Year 5: Abbreviated review (unless full required)
• Probationary Year 6: Tenure and Promotion performance review
• If Service Credit granted upon hire, still complete Prospectus in first year and undergo full performance review the next year
  – With one Service Credit year, back-to-back full reviews in years “3” and “4”
  – With two Service Credit years, full reviews in years “4” and “6”
• Promotion of a tenured faculty member to Professor shall normally be considered during their fifth year in rank
Early Tenure and Early Promotion

- After one year of service, a probationary faculty member may request early tenure and early promotion.
- Applying during sixth probationary year is normative.
- Read Department Personnel Standards for early tenure and early promotion requirements.
- To receive early tenure and early promotion, all expectations for the probationary period must be satisfied and performance in both teaching and scholarly and creative activities must exceed expectations.
- Possible outcomes are:
  - Tenure and promotion to Associate Professor.
  - Promotion to Associate Professor without tenure.
  - An additional probationary year.
  - A terminal year.
Early Promotion to Professor

• After one year of service at the Associate rank, a faculty member may request early promotion
• Applying during fifth year in rank is normative
• Read Department Personnel Standards for early promotion requirements
• To receive early promotion, performance in all three areas of review shall be at the level of Excellent
• Possible outcomes are:
  – Promotion to Professor
  – No promotion to Professor
RTP Tips

• Know your Department Personnel Standards
• Be familiar with UPS 210.000
• Consult with your Chair, mentors, and senior faculty
• Determine if any scholarship from pre-employment can count
• FDC: Participate in workshops, initiatives, and social events
• Keep balance in mind
• Document everything
• Assemble materials each semester
RTP Full Performance Reviews

• Deadline for second-year probationary faculty
  – Checklist and Portfolio due to Chair by Monday, Sept. 17, 2018

• Deadline for other full reviews (probationary and tenured faculty)
  – Checklist and Portfolio due to Chair by Monday, Oct. 1, 2018

• Early tenure and/or early promotion requests from probationary faculty due by Friday, Sept. 7, 2018 and require Chair and Dean signatures:
  http://www.fullerton.edu/far/_resources/pdfs/forms/EarlyTenureEarlyPromotionForm.pdf

• Promotion Declaration Form for tenured faculty due by Friday, Sept. 7, 2018 and require Chair and Dean signatures:
  http://www.fullerton.edu/far/_resources/pdfs/forms/TenuredPromotionDeclaration.pdf
  – Tenured faculty in fifth year at rank may opt-out
  – Tenured faculty in fifth or later year at rank may request the evaluation
  – Tenured faculty with fewer than four years completed at rank may request early promotion
Assembling Working Personnel Action File

- Checklist Form: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist.docx)
- Table of Contents: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx)
- Interfolio template is based on UPS 210.000 and contains 26 categories: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPInterfolioTemplate.pdf](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPInterfolioTemplate.pdf)
- Faculty Portal contains:
  - Statistical Summaries of Student Opinion Questionnaires (Course Reports)
  - Completed Student Opinion Questionnaire Forms (Raw Data)
  - Statistical Summaries of Grade Distributions (Graded Class Lists): [http://csuf.screenstepslive.com/s/12867/m/67012/l/786671-graded-class-list](http://csuf.screenstepslive.com/s/12867/m/67012/l/786671-graded-class-list)
Steps of the Review Process

• Chair declares complete after submission of Checklist and Portfolio
• Chair evaluates Portfolio and forwards it to Department Personnel Committee for evaluation
• Chair presents faculty member with Chair evaluation and DPC evaluation and recommendation
• Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days
• Chair presents faculty member with Chair recommendation
• Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days
• Portfolio is forwarded to Dean who reviews and then presents faculty member with Dean evaluation and recommendation
• Faculty member acknowledges receipt…
Steps of the Review Process (cont’d)

• Portfolio is forwarded to Faculty Affairs and Records where it is audited and assessed for Faculty Personnel Committee review
• Portfolio is forwarded to the Provost who will make final decision
• Provost’s letters for second-year probationary faculty are due by February 15, 2019
• Possible outcomes for second-year faculty are:
  – Reappointment with an abbreviated review next academic year
  – Reappointment with a full performance review next academic year
  – Termination at the end of the Spring semester
Steps of the Review Process (cont’d)

- Provost’s letters for other probationary faculty are due May 31, 2019
- Possible outcomes for other probationary faculty are:
  - Reappointment with an abbreviated review next academic year
  - Reappointment with a full performance review next academic year
  - Tenure and/or promotion
  - A terminal year
- Provost’s letters for tenured faculty are due by June 14, 2019
- Possible outcomes for tenured faculty are:
  - Promotion to Professor
  - No promotion to Professor
- UPS 210.000 II.A.4.e: “A candidate for promotion may withdraw his or her promotion request without prejudice at any level of review prior to the final decision.”
Abbreviated Reviews

• Occur during third and fifth probationary year unless a full performance review is required or requested by candidate

• Checklist and “Review File” due to Chair by Monday, Oct. 1, 2018

• Checklist: http://www.fullerton.edu/far/_resources/pdfs/forms/AbbreviatedChecklist.docx

• Review File contains:
  – Updated Curriculum Vitae
  – SOQ Statistical Summaries since last full review
  – Grade Distributions since last full review

• The Department Personnel Committee, the Department Chair, and the Dean will provide a written statement on the file

• An Abbreviated Review can only result in an additional probationary year
Interfolio

• Electronic RTP system used by many CSUs
• Login to the Faculty Portal to access the two products
  – Review, Promotion & Tenure (email sent when your case is ready)
  – Dossier is secure storage system where you can store your materials in preparation for upcoming reviews
• Hybrid system as wet signatures still desired
• Checklist form, recommendation forms, signature page, and evaluations and recommendations produced at each level will be in hard copy and travel in a folder to each review step
Interfolio Tips

• Use Chrome, Firefox, or Safari browser
• Gather all of your PDF documents in a folder and then create your Table of Contents
• Use a naming convention so that reviewers can determine the content of each document from the name
• Do not use any highlighting, notes, or tags in PDF files as this may affect legibility
• [How to login video is available](#)
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