Instructions from the Committee

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. Do not upload files containing any highlighting, notes, or tags as this may affect legibility.

It is recommended that users first gather all of their PDF documents and create their Table of Contents. The Portfolio Table of Contents template is available from FAR. Candidates must create their own Table of Contents for the Appendix. Please use the section numbers and a naming convention for your documents so that reviewers can distinguish them from one another and identify the contents by the name (for example, “1.0 Table of Contents.pdf”).

The Faculty Affairs and Records website contains several important resources concerning your evaluation. Please visit the following page for: Faculty Personnel Policies and Procedures (UPS 210.000), Department Personnel Standards, and the Timetables.

Faculty are required to have all of their materials uploaded and the signed, hard-copy checklist form submitted to their Chair by 5pm on the submission deadline.

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

1.0 Table of Contents
Incomplete
0 / 1 Required

1.0 Table of Contents
1 required

Download this document from FAR and add your name and department.

2.0 Table of Contents of Appendix
Incomplete
0 / 1 Required

2.0 Table of Contents of Appendix
1-3 required

Create your own Table of Contents listing the items in each section of the Portfolio Appendix.
3.0 Department Personnel Standards or UPS 210.000  
Incomplete  
0 / 1 Required  
**3.0 Department Personnel Standards or UPS 210.000**  
1 required

Provide your official, approved Department Personnel Standards or UPS 210.000 if your department does not have any.

3.10 Prospectus  
Incomplete  
0 / 1 Required  
**3.10 Prospectus**  
1 required

Your plan for achieving tenure that was submitted to your Chair in your first year. Each area (teaching, scholarly and creative activities, and service) is limited to 500 words.

4.0 Portfolio Vita  
Incomplete  
0 / 1 Required  
**4.0 Portfolio Vita**  
1 required

Vita that covers entire academic and professional employment history and lists accomplishments in all three areas of review. Peer-reviewed activities shall be listed separately from non-peer-reviewed activities. Activities should be listed in reverse chronological order.

5.0 Narrative Summary of Teaching Performance  
Incomplete  
0 / 1 Required  
**5.0 Narrative Summary of Teaching Performance**  
1 required

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.
5.10 List of Classes Taught
Incomplete
0 / 1 Required
**5.10 List of Classes Taught**
1 required

List of classes taught indicating the session, course number, course title, and weighted teaching units (WTU) for all classes taught during the period under review.

5.20 Blank Student Opinion Questionnaire Form(s)
Incomplete
0 / 1 Required
**5.20 Blank Student Opinion Questionnaire Form(s)**
1+ required

A blank copy of the Student Opinion Questionnaire form(s) used by the department in evaluating student responses to instruction.

5.30 Statistical Summaries of Student Opinion Questionnaires (Course Reports)
Incomplete
0 / 1 Required
**5.30 Statistical Summaries of Student Opinion Questionnaires (Course Reports)**
1+ required

Course Reports for each class taught for which students received credit during the period of review. Available from the Faculty Portal.

5.40 Statistical Summaries of Grade Distributions (Graded Class Lists)
Incomplete
0 / 1 Required
**5.40 Statistical Summaries of Grade Distributions (Graded Class Lists)**
1+ required

Grade distributions for each class taught during the period under review for which students received University credit. Available from the Faculty Portal.
6.0 Narrative Summary of Scholarly and Creative Activities
Incomplete
0 / 1 Required

**6.0 Narrative Summary of Scholarly and Creative Activities**
1 required

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.

7.0 Narrative Summary of Professional, University, and Community Service Activities
Incomplete
0 / 1 Required

**7.0 Narrative Summary of Professional, University, and Community Service Activities**
1 required

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.

8.0 Table of Contents of Teaching Appendix
Incomplete
0 / 1 Required

**8.0 Table of Contents of Teaching Appendix**
1 required

Create a Table of Contents listing all of the items in your Teaching Appendix.

8.10 Completed Student Opinion Questionnaire Forms (Raw Data)
Incomplete
0 / 1 Required

**8.10 Completed Student Opinion Questionnaire Forms (Raw Data)**
1+ required

Raw data for each course taught, arranged conveniently for reference by reviewers. Available from the Faculty Portal.
8.20 Course Materials
Incomplete
0 / 1 Required

**8.20 Course Materials**
1+ required

Ordinarily, representative samples are sufficient and a maximum of 10 over a five-year review period is acceptable. It is not necessary to include every syllabus or every exam or hand-out, especially for multiple sections of the same course taught over the period of review.

8.30 Other Relevant Material for Teaching Performance
Complete
0 / 1 Optional

**8.30 Other Relevant Material for Teaching Performance**
optional

Other relevant documentation for any other activities referenced in the self-assessment narrative.

9.0 Table of Contents of Scholarly and Creative Activities Appendix
Incomplete
0 / 1 Required

**9.0 Table of Contents of Scholarly and Creative Activities Appendix**
1 required

Create a Table of Contents listing all of the items in your Scholarly and Creative Activities Appendix.

9.10 Publications and Creative Works
Incomplete
0 / 1 Required

**9.10 Publications and Creative Works**
1+ required

For published, exhibited, or performed works, a copy of each significant item in the period under review shall be included.
9.20 Evidence of Publications and Creative Works
Incomplete
0 / 1 Required
9.20 Evidence of Publications and Creative Works
1+ required

For published, exhibited, or performed works, evidence of peer-review or lack of peer-review shall be provided for each item. Works that are not peer-reviewed shall be presented separately from those that are reviewed. Additionally, evidence of the quality of the venue shall be provided (acceptance rates, impact factor, or other measures of quality).

9.30 Accepted Works and Documentation
Complete
0 / 1 Optional
9.30 Accepted Works and Documentation
optional

For work that has been accepted but not yet published, exhibited, or performed, a copy of each item as well as the letter of acceptance, evidence of peer-review, and evidence of quality of the publishing or performance venue shall be provided.

9.40 Unpublished Works and Ongoing Activities
Complete
0 / 1 Optional
9.40 Unpublished Works and Ongoing Activities
optional

A copy of each significant item in the period under review shall be included as well as any significant documentation that might assist reviewers in assessing quality.

9.50 Co-Authorship Documentation
Complete
0 / 1 Optional
9.50 Co-Authorship Documentation
optional

For co-authored activities, documentation of the unique and specific contribution of each author to the work shall be included. FAR has a sample co-author disclosure form that may be used.
9.60 Other Relevant Material for Scholarly and Creative Activity Performance
Complete
0 / 1 Optional

Other relevant documentation for any other activities referenced in the self-assessment narrative.

10.0 Table of Contents of Professional, University, and Community Service Activities Appendix
Incomplete
0 / 1 Required

Create a Table of Contents listing all of the items in your Professional, University, and Community Service Activities Appendix.

10.10 Professional, University, and Community Service Activities
Incomplete
0 / 1 Required

For each significant activity, describe (and where possible document) level of participation and responsibilities.

10.20 Other Relevant Material for Service Activity Performance
Complete
0 / 1 Optional

Other relevant documentation for any other activities referenced in the self-assessment narrative.