Lecturer Evaluation Workshop

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Overview

• Changes to Evaluation Process due to COVID-19
• Types of Evaluations
• Brief intro to Range Elevations (Occur in Spring ONLY)
• Background information on Evaluation Process
• Tips for Assembling the WPAF
• FAR Website Resources
• Interfolio Introduction
• Interfolio tips
• Interfolio Demonstration
Lecturer Evaluation Changes due to COVID-19

- ALL Lecturer Evaluations will be submitted through Interfolio as of 2020-2021
- The Rebuttal Period portion of the Lecturer Evaluation cycle will be conducted via Interfolio
- The WPAF Checklist will need to be emailed to your Department Chairs, instead of submitted HARD COPY
- See link for more details, http://www.fullerton.edu/far/covid19/
Types of Evaluations

• There are several types of Evaluations that both Full-time and Part-time Lecturers can be scheduled to undergo:
  – Annual Periodic
  – 3-Year Periodic
  – 6-Year Comprehensive

• What type is determined by the length of your employment at CSUF and by the appointment specified in your contract.
Range Elevation Evaluations

• There is a separate evaluation that eligible Lecturers can participate in in the Spring Semester, known as Range Elevation
  – This type of evaluation is essentially a request to be moved to the next highest salary range
  – The final decision is made by the Provost
• To undergo a Range Elevation Requires the following:
  – Your Name must be on the List of Eligible Faculty, published on the Range Elevation page on the FAR Website
    • This list is compiled and created by HRDI, not FAR
  – The Eligibility list is published in the Spring Semester
  – The completion and submission of the declaration form to the FAR office
Period of Review

• Each evaluation type requires different volumes of documentation depending on the length of your employment at CSUF
  – Annual periodic
    • Covers the period since your last evaluation (2 Semesters) or from your first semester of teaching if this is your first evaluation at CSUF (1 semester)
  – 3-Year Periodic
    • Covers 2 ½ years (5 semesters) worth of academic and professional activities that have occurred since the beginning of your 3-year contract
  – 6-Year Comprehensive
    • Covers 5 ½ years (11 semesters) worth of academic and professional activities, since the date of hire through the current submission deadline for the WPAF
<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Chair Reviews</th>
<th>DPRC Reviews</th>
<th>Dean Reviews</th>
<th>Provost Reviews</th>
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### Review Process for Lecturer Evaluations

**Faculty Member Submission**
- Faculty member submits WPAF materials through Interfolio
- Faculty emails Chair a completed copy of the WPAF checklist

**Department Chair Declares Complete**
- Chair checks to make sure that all materials have been submitted
- Signs WPAF Checklist
- Forwards case to Departmental Review level

**DPRC Review Step**
- DPRC reviews all submitted material

**DPRC Chair Initiates Rebuttal period**
- DPRC Chair emails a copy of the DPRC’s evaluation to the Faculty Member
- Faculty member acknowledges receipt and chooses whether or not to submit a rebuttal
- Case is forwarded to the Department Chair

**Department Chair Review Step**
- Department Chair reviews all submitted material

**Chair Initiates Rebuttal Period**
- Chair emails copy of his or her Evaluation to the Faculty Member under review
- Faculty member acknowledges receipt and chooses whether or not to submit a rebuttal
- Case is forwarded to the Dean

**Dean Review Step**
- Dean reviews all submitted material

**Dean Initiates Rebuttal Period**
- Dean emails copy of his or her Evaluation to the Faculty Member under review
- Faculty member acknowledges receipt and chooses whether or not to submit a rebuttal
- Case is forwarded to the Dean

**FAR Final Processing**
- FAR audits the file for completeness
- Files all necessary evaluation material in PAF
- Closes Interfolio case

*This portion is not usually relevant to PT Lecturers undergoing an annual review*
New Process for Rebuttal Period

• The Rebuttal Period will be conducted entirely through Interfolio
• You will get an email from noreply@interfolio.com
  – From this email you will be able to login to Interfolio, to see files that were shared with you by your review committees
• Read the documents shared with you in the Interfolio platform
• Use the Lecturer Rebuttal Form to indicate your decision of whether you are going to submit a rebuttal statement and/or request a meeting with the committee
  – If you do submit a rebuttal statement, include it in the appropriate area of the Lecturer Rebuttal Form
  – Upload the completed Lecturer Rebuttal form in Interfolio as your “response” to the documents shared with you
• All responses are due 10-calendar days after you receive the email from noreply@interfolio.com
  – This is a HARD Deadline
Tips for Assembling the WPAF

• Start early
  – Don’t wait until the week or day before everything is due to start working
  – Check your fullerton.edu inbox regularly, for emails from FAR or noreply@interfolio.com
  – Interfolio Server traffic is at its most congested on deadline day, which will cause the Interfolio platform to slow considerably

• Find out who you should talk to about what makes a good WPAF for faculty in your department
  – This can be your Department Chair, Faculty mentor, or even a friend amongst your colleagues, but NOT the FAR office

• Expect to prepare a WPAF for evaluation EVERY year, except if you are in years 1 or 2 of a 3-year appointment OR are notified otherwise
Tips for Assembling the WPAF Continues

• Become familiar with the Interfolio template for Lecturer Evaluations
  – The Interfolio template is based on UPS 210.070 and contains 12 categories
• All WPAF documents should be arranged in Reverse Chronological Order, newest on top, oldest on bottom
  – Unless specified otherwise by your department
• Checklist Form:
  – This MUST be emailed to your Department Chair by annual WPAF submission deadline (10/1/2020 for Fall)
• Table of Contents: Complete this document last
• Faculty Portal contains:
  – Website: https://my.fullerton.edu/Portal/Dashboard/
  – Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
  – Completed Student Opinion Questionnaire Forms (Raw Data)
  – Statistical Summaries of Grade Distributions (Graded Class Lists): Graded Class Lists Tutorial
FAR Website Resources

• FAR’s website: http://www.fullerton.edu/far/

• There are now new, updated pages for every type of evaluation overseen by the FAR office
  – Lecturer Evaluations
    • Separate Pages for both Full-Time and Part-Time Lecturers
  – Range Elevation
    • Is open to both Full-time and Part-time Lecturer, who are declared eligible by HRDI
Part-Time Lecturer, Full-time Lecturer, & Range Elevation Pages

• These pages have been reorganized to have nearly identical information on them to:
  – Lessen the confusion surrounding the evaluation process
  – Keep you, the Faculty informed of upcoming events
  – Provide a clearer display of all pertinent documentation that the FAR office has to offer, to better aid you in the Evaluation process
    – [Full-time Lecturer Faculty](#)
    – [Part-Time Lecturer Faculty](#)
    – [Range Elevation](#)

• FAR has also prepared new pages for blank SOQ forms and Departmental Standards for Lecturer Faculty (For those that have them)
  – [SOQs](#)
  – [Department Standards for Lecturer Faculty (DSLF)](#)
Screenshots of the New Pages

Part-Time Lecturers

Full-Time Lecturers
Interfolio Introduction

• Interfolio is an electronic evaluation system utilized by many of the CSU campuses, they are also a 3rd party vendor with whom CSUF has a contract
  – ALL Lecturers are required to submit their WPAF through Interfolio.
  – ALL Range Elevations are required to be submitted through Interfolio
• As CSUF faculty members, you have access to 2 interfolio products
  – Review, Promotion, and Tenure (an email is sent to you when your case is ready)
    • This is where all WPAF materials will be uploaded
    • Accessible through the CSUF Faculty portal or https://account.interfolio.com/login
    • This product is signified by the Cal State Fullerton logo in the Login Process
  – Dossier
    • This is secure storage system where you can store your materials in preparation for upcoming reviews
    • Documents stored in Dossier CANNOT be viewed by your review committees until they are uploaded to an active Interfolio review packet and all sections in that packet are “SUBMITTED”
• Relevant Tutorials
  – How to log in
  – How to use Dossier
Interfolio Vocabulary

• **WPAF** – refers to a collection of documents that faculty members submit to a set of overseeing committees for evaluation

• **Case** – refers to the most current Interfolio packet created for a faculty member, where he or she can upload WPAF documents
  – Also known as the “Review Packet”

• **Review packet section** – refers to a specific category of documents that a faculty member submits as part of a whole, for evaluation
Interfolio Tips

• For Technical issues, contact the Interfolio Help Desk:
  – Email: help@interfolio.com
  – Phone: (877) 997-8807

• Tutorials Available on all FAR Lecturer Evaluation pages, under the “Interfolio Tutorials” drop down menu

• Use the most up-to-date Chrome, Firefox, or Safari browser
  – Interfolio will NOT load in Internet Explorer (IE) or Microsoft Edge

• Organize all of the documents you are planning to submit for evaluation into a filing system that makes it easy to track what you have uploaded and what you need to upload
  – Only after you have created the system above do you create your Table of Contents

• Use a clear and logical document naming convention, so that reviewers can determine the content of each document from the name alone
Interfolio Tips Continued

• Don’t be afraid to click things while in working in Interfolio
  – Any permanent changes to your packet, like submission or deletion of uploaded materials will **ALWAYS** require conformation

• In sections where you have to upload more than one document, like the ones that require SOQ data, upload documents in small batches
  – This way you can re-arrange documents in smaller batches rather than one big batch

• Do **NOT** use the highlighting, note, or tag function in Adobe to Edit the PDFs you will be submitting, this will affect formatting and legibility

• **Word of Caution:** do not submit your portfolio without double checking the formatting of **ALL** your uploaded documents
Interfolio Demonstration

• There are three methods to log into Interfolio
  – #1 going through the Titan portal: https://my.fullerton.edu/Portal/Dashboard/
    • Can also access SOQ data from here
  – #2 going directly to the Interfolio Log-in Page (make sure to bookmark as a favorite): https://account.interfolio.com/login
  – #3 Clicking the “View Case” button in the body of the notification email you received from noreply@interfolio.com
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