RTP and Interfolio Workshop

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Overview

- Changes to RTP Process in Response to COVID-19
- Intro to Interfolio API Tool and its impact on evaluations
- RTP Schedule & Tips
- RTP Performance reviews
  - Full Reviews
    - New Rebuttal Period Process
  - Abbreviated Reviews
- FAR’s Online Resources
- Exceptions to the Normal RTP Process
- Interfolio Tips
- Interfolio Demonstration
RTP Changes due to COVID-19

• The Rebuttal Period portion of the RTP cycle will be conducted via Interfolio
• The Portfolio Checklist is no longer required to be turned in Hard Copy, instead it will need to be emailed to your Department Chairs by the submission deadline
  – 9/15/2021 for people undergoing their 1st full performance review
  – 10/1/2021 for everyone else
• Faculty members can opt out of providing Spring 2020 SOQ & Grade Distribution Data
  – See link for more details,
    http://www.fullerton.edu/far/covid19/
Interfolio API

- **What?**
  - This is an evaluation tool/plugin recently developed by IT in conjunction with FAR.
- **Purpose?**
  - To automatically import grade distribution and SOQ data for faculty into their active Interfolio cases.
- **Why?**
  - To take some of the burden of preparing evaluation portfolios off of faculty.
- **When?**
  - The API was developed in the last year and is run by the IT department when new Interfolio cases are created for new evaluation cycles.

*For anyone thinking of undergoing evaluation for Early Tenure and/or Early Promotion or Early Promotion/Promotion to Full professor*

- The closer to the deadline you submit your declaration paperwork to the FAR office, the less likely you are to get the benefit of this tool/plugin.

- The API is a relatively new tool, which means that it is still possible for errors to occur.
  - Responsibilities of Faculty Members undergoing review:
    - Check that all the data from all your classes has been imported.
    - Change any document names imported by the API if you are dissatisfied with them.
    - Rearrange the order of the documents imported by the API to best reflect your DPS criteria or department culture.
Retention, Tenure, and Promotion

Timeline

PY1
- OR 1st Year of employment for those with Service Credit
- Prepare prospectus

PY2
- OR 2nd year of employment for those with Service Credit
- 1st Full performance review

PY3
- 1st abbreviated review
- A full review can also be required in this year by the Provost (check decision letter)

PY4
- 2nd Full Performance Review

PY5
- 2nd Abbreviated review
- A full review can also be required in this year by the Provost (check decision letter)

PY6
- 3rd Full performance review for Tenure & Promotion

Tenured
- 5th Year as a Tenured Associate Professor
- Full Performance Review for Promotion to Full Professor
- Or a Post-Tenure review
Acronyms for the RTP Process

- **RTP** – Retention, Tenure, & Promotion
- **FAR** – Office of Faculty Affairs and Records
  - Record keepers and overall Interfolio managers
- **FDC** – Faculty Development Center
  - Best resource for narrative construction and editing for faculty undergoing review
- **ATC** – Academic Technology Center
  - On campus resource for computer or Titan Portal help
- **FPC** – Faculty Personnel Committee
  - An appellate evaluation committee, which only oversees cases that have negative or conflicting recommendations from previous review levels
- **DPC** – Department Personnel Committee
  - Colleagues who perform a peer evaluations of all faculty portfolios under review
- **SOQ** – Student Opinion Questionnaires
  - Surveys administered to students for each class that you teach each semester
Tips to Make the RTP Process Easier

• **Start early**
  – Don’t wait until the week or day before everything is due to start working
  – Check your [fullerton.edu](mailto:fullerton.edu) inbox regularly, for emails from FAR or [noreply@interfolio.com](mailto: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 portfolio 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

• Read your DPS document from cover-to-cover
Departmental Personnel Standards (DPS)

• This document is 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 210.002)
• [Departmental Personnel Standards webpage](#)  
  – These standards will be the most useful in answering questions or providing direction about preferred style or content of RTP portfolios.
RTP Tips Cont’d

• Download, analyze, and refer to copies of UPS 210.002, and the FAR RTP timetables.
• FDC: Participate in workshops, initiatives, and social events
• Keep balance in mind
• Document everything
• Assemble RTP materials each semester, to keep things from becoming overwhelming when assembling your portfolio
Period of Review

• For Tenure-Track Full Reviews
  – All Full Performance reviews are **CUMULATIVE**
    • Covers the time period from the date of hire to the date of submission in the current academic year
  – All documentation submitted for a full performance review should also reflect that timespan

• For Promotion to Full Professor Reviews
  – Similar to Tenure-Track Full Performance reviews, this type of review is also **CUMULATIVE**
  – Covers the time period between the day *after* you submitted your RTP Portfolio for Tenure & Promotion to Associate Professor through the submission deadline of the current academic year
  – All submitted documentation should also reflect that timespan

• For Tenure-Track Abbreviated Reviews
  – Abbreviated reviews are **NOT** cumulative
  – These reviews cover the time span between the day after your last RTP portfolio submission to the deadline for your current RTP portfolio submission
    • Covers the timespan of 2 semesters or 1 academic year
  – All documentation submitted for an abbreviated review should reflect the 2 semester timespan
RTP Full Performance Reviews

• For Probationary or Tenure-tack faculty
  – Full performance reviews occur normally in probationary years 2, 4, & 6
    • They can also be mandated by the Provost in years 3 & 5
  – For those undergoing their 1st full performance review
    • Submission deadline: September 15, 2021
  – All other Full Performance reviews
    • Submission deadline: October 1, 2021

• For Tenured Faculty undergoing Promotion consideration to Full Professor
  – To participate in this type of full performance review, you must submit a Promotion declaration form electronically to FAR by the 9/3/2021 deadline.
  – RTP Portfolio Submission deadline: October 1, 2021
  – The normal time to apply for promotion is at the beginning of the 5th year in Associate rank
    • Faculty eligible for promotion, who opt out, will undergo a Post Tenure Review, which also needs to be submitted through Interfolio
  – A faculty member may withdraw from this process at any time up until May 1st
Assembling the RTP Portfolio for a Full-Performance Reviews

• Start Early, all RTP portfolios are **REQUIRED** to be submitted through Interfolio
  – If any documents are not digitized, digitize them immediately
• **FAR Recommendation:** Sort your documents first by category type and then in **REVERSE** chronological order
  – Newest documents on top, oldest on bottom
  – A full-performance review contains 26 categories of documents
• RTP portfolio **Table of Contents:** **Complete this document last**
• **RTP Checklist Form:**
  – A DIGITAL COPY of this document is due to your Department Chair by the Portfolio Submission deadline
• CSUF Portal Contains access to the Faculty Student Success Dashboard (FSSD)
  – This dashboard is where you can download your SOQ/Grade Distribution Data for your evaluations
  – Tutorials – [How to Log in](#), [Accessing Graded Class lists/SOQs](#)
# Journey of the Full Performance RTP Portfolio

<table>
<thead>
<tr>
<th>Stage</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Submission</strong></td>
<td>• Faculty Submits Portfolio materials through Interfolio</td>
</tr>
<tr>
<td></td>
<td>• Faculty emails Chair a completed copy of RTP Checklist</td>
</tr>
<tr>
<td><strong>Department Chair Declares Complete</strong></td>
<td>• Chair checks to make sure that all materials have been submitted</td>
</tr>
<tr>
<td></td>
<td>• Signs Checklist</td>
</tr>
<tr>
<td></td>
<td>• Forwards case to Departmental Review Level</td>
</tr>
<tr>
<td><strong>Departmental Review Stage</strong></td>
<td>• BOTH the Department Chair and DPC Review submitted material</td>
</tr>
<tr>
<td><strong>Chair Initiates 1st Rebuttal Period</strong></td>
<td>• Chair emails copies of the DPC’s Evaluation &amp; Recommendation, and the Chair’s Evaluation to the Faculty member</td>
</tr>
<tr>
<td></td>
<td>• Faculty acknowledges receipt and chooses whether or not to submit a rebuttal</td>
</tr>
<tr>
<td><strong>Chair Initiates 2nd Rebuttal Period</strong></td>
<td>• Chair emails copies of the Chair’s Recommendation to the Faculty member</td>
</tr>
<tr>
<td></td>
<td>• Faculty acknowledges receipt and chooses whether or not to submit a rebuttal</td>
</tr>
<tr>
<td></td>
<td>• Case is forwarded to the Dean</td>
</tr>
<tr>
<td><strong>Dean Review Stage</strong></td>
<td>• Dean reviews all submitted material</td>
</tr>
<tr>
<td><strong>Dean Initiates Rebuttal Period</strong></td>
<td>• Dean emails a copy of the Dean’s Evaluation/Recommendation to Faculty Member</td>
</tr>
<tr>
<td></td>
<td>• Faculty member acknowledges receipt and chooses whether or not to submit a rebuttal</td>
</tr>
<tr>
<td></td>
<td>• Cases forwarded to FAR</td>
</tr>
<tr>
<td><strong>FAR Confirmation</strong></td>
<td>• FAR checks all cases have appropriate paperwork</td>
</tr>
<tr>
<td></td>
<td>• Cases forwarded to Provost</td>
</tr>
<tr>
<td><strong>Provost Decision</strong></td>
<td>• Provost reviews all prior documentation</td>
</tr>
<tr>
<td></td>
<td>• Makes final decision</td>
</tr>
<tr>
<td></td>
<td>• Generates Final Decision Letter</td>
</tr>
</tbody>
</table>
NEW Process for RTP 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, and see documents that were shared with you by your review committees

- Read the documents shared with you, in the Interfolio platform

- Use the RTP 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 RTP Rebuttal Form
  - Upload the completed RTP Rebuttal form in Interfolio as your “response” to the documents shared with you
    - Tutorial: New Rebuttal Period Process

- All responses are due 10-calendar days after you receive the email from noreply@interfolio.com
  - This is a HARD Deadline
# Possible Outcomes During the RTP Process

<table>
<thead>
<tr>
<th>RTP Timetable</th>
<th>RTP Status</th>
<th>Cycle Outcome #1</th>
<th>Cycle Outcome #2</th>
<th>Cycle Outcome #3</th>
<th>Final Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timetable #1</strong></td>
<td>PY2</td>
<td>Abbreviated Review</td>
<td>Full Performance Review</td>
<td>Non-retention</td>
<td>2/15/2022</td>
</tr>
<tr>
<td></td>
<td>PY3-FR (1 year of Service Credit)</td>
<td>Full Performance Review</td>
<td>Non-retention</td>
<td></td>
<td>2/15/2022</td>
</tr>
<tr>
<td></td>
<td>PY4 (2 years of Service Credit)</td>
<td>Abbreviated Review</td>
<td>Full Performance Review</td>
<td>Non-retention</td>
<td>2/15/2022</td>
</tr>
</tbody>
</table>

Note: The final decision date is indicated as 2/15/2022.
### Possible Outcomes During the RTP Process

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<tbody>
<tr>
<td>PY3-FR</td>
<td>Full Performance Review</td>
<td></td>
<td>Terminal Year</td>
<td></td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY4</td>
<td>Abbreviated Review</td>
<td>Full Performance Review</td>
<td>Terminal Year</td>
<td></td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY5-FR</td>
<td>Full Performance Review</td>
<td></td>
<td>Terminal Year</td>
<td></td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY6</td>
<td>Tenure &amp; Promotion</td>
<td></td>
<td>Terminal Year</td>
<td></td>
<td>6/1/2022</td>
</tr>
<tr>
<td>Tenured applying for Promotion</td>
<td>Promotion to Full Professor</td>
<td>No Promotion</td>
<td></td>
<td></td>
<td>6/15/2022</td>
</tr>
</tbody>
</table>
RTP Abbreviated Reviews

• Normally occur in Probationary year 3 & 5
  – Please note: a full performance review can occur in probationary years 3 & 5 if:
    • The Provost mandates it in your decision letter from the previous academic year
    • You decide to apply for Early Tenure and/or Early Promotion
  – RTP Portfolio Submission Deadline: **October 1, 2021**
  – **An Abbreviated Review** has only 3 required categories of documents

• There is no rebuttal period for this type of review
• An Abbreviated Review can only result in an additional probationary year
Assembling Working Personnel Action File

• **Start Early**, all RTP portfolios are **REQUIRED** to be submitted through Interfolio
  – If any documents are not digitized, digitize them immediately
• **FAR Recommendation**: Sort your documents first by category type and then in **REVERSE** chronological order
  – Newest documents on top, oldest on bottom
• RTP **Abbreviated Checklist Form**:
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  – This dashboard is where you can download your SOQ/Grade Distribution Data for your evaluations
  – Tutorials:
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<td>• Chair completes RTP Checklist, forwards case to next review level</td>
</tr>
<tr>
<td>Departmental Review Level</td>
<td>• BOTH the DPC &amp; Department Chair evaluate submitted Material</td>
</tr>
<tr>
<td></td>
<td>• BOTH DPC &amp; Department Chair compose statement about progress towards tenure</td>
</tr>
<tr>
<td></td>
<td>• NO REBUTTAL PERIOD</td>
</tr>
<tr>
<td></td>
<td>• Case Forwarded</td>
</tr>
<tr>
<td>Dean Review Level</td>
<td>• Dean evaluates submitted Material</td>
</tr>
<tr>
<td></td>
<td>• Dean composes statement about progress towards tenure</td>
</tr>
<tr>
<td></td>
<td>• NO REBUTTAL PERIOD</td>
</tr>
<tr>
<td></td>
<td>• Case Forwarded</td>
</tr>
<tr>
<td>FAR Post Case Work</td>
<td>• FAR emails copies of statements on progress towards tenure to all Faculty Members</td>
</tr>
<tr>
<td></td>
<td>• Cases closed</td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>Timetable #3</td>
<td>PY3</td>
<td>Full Performance Review</td>
<td>3/15/2022</td>
</tr>
<tr>
<td></td>
<td>PY5</td>
<td>Full Performance Review</td>
<td>3/15/2022</td>
</tr>
</tbody>
</table>
FAR’s Online Resources

• **FAR’s website** now contains pages specifically for Tenure-track and Tenured faculty. These have been reorganized to have nearly identical information on them to:
  – Lessen the confusion surrounding the RTP 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 RTP process
    – [Tenure-Track Faculty](#)
    – [Tenured Faculty](#)

• FAR also has pages for blank SOQ forms and Departmental Personnel Standards
  – [SOQs](#)
  – [Departmental Personnel Standards (DPS)](#)
Screenshots of the FAR Webpages

Tenured Faculty Page

Probationary Faculty Page
Exceptions to the Normative RTP Process

• Faculty members with Service Credit
  – This would have been granted upon hire, would be listed in the hiring contract, and is a maximum of 2 years
    • The Prospectus is still completed in first year of employment and candidates undergo full performance review the next year
  – With 1 Service Credit year awarded, these Faculty have back-to-back full reviews in years “3” and “4”
    • Classified by FAR as PY2-NR for the first year of employment
  – With 2 Service Credit years awarded, these Faculty undergo full reviews in years “4” and “6” in sync with the normal cycle
    • Classified by FAR as PY3-NR for the first year of employment

• Early Tenure and/or Early Promotion to Associate Professor
  – Most DPS’ will have criteria for how to achieve early tenure & early promotion

• Early Promotion to Professor
  – Most DPS’ will have criteria for how to achieve Early Promotion to Professor
Early Tenure and Early Promotion

• After one year of service, a probationary faculty member may request to be evaluated for early tenure and early promotion

• 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
  – The submission deadline for your assigned timetable will remain the same even if you apply for early tenure and early promotion.

• Possible outcomes are:
  – Tenure and promotion to Associate Professor
  – Promotion to Associate Professor without tenure (department-specific)
  – 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 evaluation for early promotion
  – Applying at the start of your fifth year in tenured Associate 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 (this definition is department-specific)
• Possible outcomes are:
  – Promotion to Professor
  – No promotion to Professor
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 RTP portfolios are required to be submitted through Interfolio
- As CSUF faculty members, you have access to 2 interfolio products
  - Review, Promotion, and Tenure (we refer to this product generically as “Interfolio”)
    - This is where all Portfolio materials will be uploaded
    - Accessible through the CSUF Portal or [https://account.interfolio.com/login](https://account.interfolio.com/login)
  - 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](https://account.interfolio.com/login)
  - [How to use Dossier](https://account.interfolio.com/login)
Interfolio Vocabulary

• **Case** = most recent review packet created for a faculty member, where he or she uploads their Portfolio Materials
  – This is also known as a “Review Packet”

• **Review packet section** = a specific category of documents that make up the whole of a “case”
Interfolio Tips

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

• Read the instructions provided in various places in the review packet

• Tutorials Available on FAR’s Tenure-track (Probationary) & Tenured Faculty (Promotion) 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 before you 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 Cont’d

• 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 confirmation

• 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 CSUF Campus portal: https://my.fullerton.edu/Portal/Dashboard/
  – #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
Faculty Affairs and Records

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