Agenda

• Changes due to COVID-19
• Principles of Being a Reviewer in the RTP Process
• Universal tasks of an RTP Review Committee
• Departmental Personnel Standards
• Department Chair Declares Complete Review Stage
  – Responsibilities
  – Summary of Required Documentation Volume
  – Resources
• Departmental Review Stage
  – Responsibilities for Full Reviews
    • DPC
    • Department Chair
    • Resources
  – Responsibilities for Abbreviated Reviews
    • DPC
    • Department Chair
    • Resources
• Interfolio for Reviewers
Changes to Reviewer Responsibilities

- Beginning in the 2020-2021 Academic Year FAR will no longer be creating binders for the RTP process
- All Evaluation/Recommendation Statements will be uploaded to the Interfolio platform as “required documents”
  - These requirements have to be fulfilled otherwise the case cannot be forwarded
  - FAR has provided new templates:
    - RTP Evaluation form
    - RTP Recommendation form
    - Dean RTP Form
- The Rebuttal period will be conducted through the Interfolio platform
  - New FAR template for Faculty under review – RTP Rebuttal Form
Principles

• Constructive Process
• Confidentiality is paramount
• Security of the Working Personnel Action File (WPAF)
• Evaluations and recommendation statements are SEPARATE documents for Department Chairs and DPCs
  – New forms available from FAR

• Ineligibility
  – Both Chairs and DPC members can be ineligible
  – All members of these review committees must:
    • Have a higher rank than the faculty member they are evaluating
    • Cannot be undergoing an RTP review (i.e. Promotion to Full Professor)
    • Cannot be on leave at any time during the Academic Year
    • Cannot have any other conflict of interest (i.e. nepotism)
Universal Tasks of an RTP Review Committee

- As a member of the Department Personnel Committee (DPC), or as a Department Chair you are responsible for determining how well a faculty member’s portfolio:
  - Meets the criteria for retention
  - Meets the criteria for Early Tenure & Promotion
  - Meets the criteria for Tenure and Promotion
  - Meets the criteria for Early Promotion to Full Professor
  - Meets the criteria for Promotion to Full Professor

- Each portfolio will require you to make a judgement call, and that judgement call will need to be rationalized:
  - to the faculty member under review
  - the next Review Level
  - And ultimately to the Provost

- This job requires you to remain on schedule
  - FAR provides an evaluation timeline every year
  - When Review Levels don’t adhere to that timeline, the amount of time the Provost has to give a final decision on each case for the entire University is reduced
Departmental Personnel Standards

• Departmental Personnel Standards (DPS), along with UPS 210.000, & UPS 210.002 are the cornerstone of RTP evaluation

• The DPS document is specific to every department on campus and it lists the requirements and rubrics for every type of faculty portfolio that could be submitted
  – Please be careful to only give SOQ data the weight outlined in the DPS document towards the overall evaluation
# RTP Review Levels

## Department Chair
- Declares complete

## Departmental Review
- Evaluates material against DPS
- Composes and signs a separate evaluation statement
- Runs rebuttal period
- Forwards case to Dean

## Dean Review
- Evaluates material against DPS
- Composes and signs an evaluation/recommendation statement
- Runs rebuttal period
- Forwards case to FAR

## FAR Confirmation
- Audits each case for completeness and required paperwork
- Prepares cases for the Provost
- If needed, prepares cases for FPC
- Forwards all cases to Provost

## FPC Evaluation (if needed)
- If there is a negative recommendation from the Dean, Department Chair, DPC, or any combination thereof, the FPC will evaluate the portfolio

## Provost’s Final Decision
- The Provost composes the final decision for each RTP portfolio in the form of the final decision letter
Department Chair Declares Complete: Responsibilities

• Check that **ALL** Faculty members have submitted all required documentation & emailed you a completed RTP Checklist
  – Portfolio & Checklist due dates:
    • **9/15/2020** for those faculty undergoing their first Full Performance review
    • **10/1/2020** for all other faculty undergoing a RTP review

• “Unlock” any sections with missing material
  – Contact Faculty Member about missing material
  – Instruct them to re-submit by a certain date

• Fill out your section of the RTP Checklist
  – Upload the checklist to the “required document” section in Interfolio
    • Process Outlined in [RTP Reviewer Guide](#)

• Forward cases to Departmental Review
  – This needs to be done by:
    • **9/18/2020** for those faculty undergoing their first Full Performance review
    • **10/12/2020** for all other faculty undergoing a RTP review
# Volume of Required Documentation

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<th>Probationary Year</th>
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<td>PY2</td>
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<td>Full/ Cumulative</td>
<td>1 year or 2 completed semesters since date of hire</td>
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<td>5 years or 10 completed semesters since date of hire</td>
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<td>Minimum of 5 years or 10 semesters since day after Tenure &amp; Promo Portfolio was submitted</td>
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<td>1 year or 2 completed semesters since last full performance portfolio was submitted</td>
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<td>PY5</td>
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<td>Abbreviated</td>
<td>1 year or 2 completed semesters since last full performance portfolio was submitted</td>
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</table>
Department Chair Declares Complete: Resources

- FAR Website: [http://www.fullerton.edu/far/](http://www.fullerton.edu/far/)
  - RTP Reviewers Guide
  - RTP Checklists
    - Full Performance Review
    - Abbreviated Performance Review
  - RTP Annual Timetables
RTP Review Levels

- **Department Chair**
  - Declares complete
  - Chair checks submitted portfolio for completeness
  - Fills out RTP checklist
  - Forwards case to Departmental Review Level

- **Departmental Review**
  - DPC
    - Evaluates material against DPS
    - Composes and signs a separate Evaluation Statement
  - Department Chair
    - Evaluates material against DPS
    - Composes and signs a separate Evaluation Statement
    - Runs Rebuttal Periods
    - Forwards case to Dean

- **Dean Review**
  - Evaluates material against DPS
  - Composes and signs an Evaluation/Recommendation Statement
  - Runs Rebuttal Period
  - Forwards case to FAR

- **FAR Confirmation**
  - Audits each case for completeness and required paperwork
  - Prepares cases for the Provost
  - If needed, prepares cases for FPC
  - Forwards all cases to Provost

- **FPC Evaluation (if needed)**
  - If there is a negative recommendation from the Dean, Department Chair, DPC, or any combination thereof, the FPC will evaluate the portfolio

- **Provost’s Final Decision**
  - The Provost composes the final decision for each RTP portfolio in the form of the final decision letter
Responsibilities for a Full RTP Review

• The Department Chair & DPC have simultaneous access to all submitted materials

• Both review committees have to:
  – Evaluate the submitted material against the appropriate DPS criteria
  – Compose Separate Evaluation and Recommendation statements
  – Upload those statements as “required documents” for each assigned case in Interfolio
# In-Depth Look at the Departmental Review Step

## Departmental Review Steps

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>Department Chair Evaluation</td>
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<tr>
<td>DPC Evaluation &amp; Recommendation</td>
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<tr>
<td>Rebuttal Period #1</td>
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<tr>
<td>Department Chair Recommendation</td>
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<tr>
<td>Rebuttal Period #2</td>
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<tr>
<td>Case forwarded</td>
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Departmental Review: DPC Responsibilities

• Evaluate submitted material against appropriate DPS criteria
• Compose **SEPARATE Evaluation** and **Recommendation** Statements for each faculty member
• List the names of all committee members on those Separate Statements in **ALPHABETICAL** Order
• The DPC CHAIR will need to upload a digital copy of **BOTH** statements to the “required document” section in Interfolio
  – This needs to be done for all faculty undergoing review by:
    • **10/9/2020** for those faculty undergoing their first Full Performance review
    • **11/9/2020** for all other faculty undergoing a RTP review
• The DPC will need to notify the Department Chair once the documents are uploaded
Departmental Review: Department Chair Responsibilities

• Evaluate submitted material against appropriate DPS criteria
• Compose **SEPARATE Evaluation** and **Recommendation** Statements for each faculty member
• Upload a completed copy of the Evaluation Statement to the “required document” section of Interfolio **FIRST**
  – This needs to be done for all faculty undergoing review by:
    • **10/9/2020** for those faculty undergoing their first Full Performance review
    • **11/9/2020** for all other faculty undergoing a RTP review
• Initiate Stage 1 Rebuttal Period
  – Email copies of the DPC’s Evaluation, the DPC’s Recommendation, & the Chair’s evaluation to the candidate through the Interfolio platform
    • Process outlined in the **RTP Reviewer’s guide**
  – Rebuttal period closes after 10 calendar days
    • If the 10th calendar day falls on a weekend, select the Monday after
  – If a rebuttal is filed or a meeting requested, inform DPC
Departmental Review: Department Chair Responsibilities Cont’d

• Upload a signed copy of the Recommendation Statement to the “**required document**” section of Interfolio **SECOND**
  – This needs to be done for all faculty undergoing review by:
    • **10/20/2020** for those faculty undergoing their first Full Performance review
    • **11/20/2020** for all other faculty undergoing a RTP review

• Initiate Stage 2 Rebuttal Period
  – Email a copy of the Chair’s Recommendation to the candidate through the Interfolio platform
    • Process outlined in the [RTP Reviewer’s guide](#)
  – Rebuttal period closes after 10 calendar days
    • If the 10th calendar day falls on a weekend, select the Monday after
  – If a rebuttal is filed, inform DPC

• Forward Case(s) to College Dean
  – This needs to be done for all faculty undergoing review by:
    • **10/30/2020** for those faculty undergoing their first Full Performance review
    • **11/30/2020** for all other faculty undergoing a RTP review
Departmental Review: Resources

• FAR website: http://www.fullerton.edu/far/
• RTP Reviewer’s Guide
• RTP Annual Timetables
• FAR Form Templates:
  – RTP Evaluation Form
  – RTP Recommendation Form
  – RTP Rebuttal Form (for reference only)
    • It is the faculty member undergoing review’s responsibility to fill out the RTP Rebuttal Form
• Interfolio tutorials
  – How to Login
  – Sharing evaluations through Interfolio
  – Forwarding Interfolio cases
Responsibilities for Abbreviated Reviews

• Like with Full Reviews:
  – Department Chairs are involved in two stages of this evaluation process
    • Declaring the portfolio complete – the process is the same as it is for Full Reviews
    • Departmental Review Stage
  – The Department Personnel Committee (DPC) is only involved at the Departmental Review Stage

• Unlike Full Reviews:
  – There is NO Rebuttal Period
  – Review Committees only have to compose, sign and upload a statement about the faculty member’s progress towards tenure
RTP Review Levels

Department Chair
Declares complete
- Chair Checks submitted portfolio for completeness
- Fills out RTP checklist
- Forwards case to Departmental Review Level

Departmental Review
- DPC
  - Evaluates Material against DPS
  - Composes and Signs a SEPARATE Evaluation Statement
- Department Chair
  - Evaluates material against DPS
  - Composes and Signs a SEPARATE Evaluation Statement
  - Runs Rebuttal Periods
  - Forwards case to Dean.

Dean Review
- Evaluates Material against DPS
- Composes and signs an Evaluation/Recommendation Statement
- Runs Rebuttal Period
- Forwards case to FAR

FAR Confirmation
- Audits each case for completeness and required paperwork
- Preps cases for the Provost
- If needed preps cases for FPC
- Forwards all cases to Provost

FPC Evaluation (if needed)
- If there is a negative recommendation from the Dean, Department Chair, DPC, or any combination thereof, the FPC will evaluate the portfolio

Provost’s Final Decision
- The Provost composes the final decision for each RTP portfolio in the form of the final decision letter
Departmental Review: DPC Responsibilities

• Evaluate submitted material against appropriate DPS criteria
  – The DPC & Department Chair have SIMULTANEOUS access to the submitted materials

• Compose a statement about the faculty member’s progress towards tenure

• List the names of all committee members on the statement in ALPHABETICAL Order

• The DPC CHAIR will need to upload a digital copy of the statement to the “required document” section in Interfolio
  – This needs to be done for all faculty undergoing review by:
    • 11/9/2020 for all other faculty undergoing an Abbreviated RTP review

• The DPC will need to notify the Department Chair once the documents are uploaded
Departmental Review: Chair Responsibilities

• Evaluate submitted material against appropriate DPS criteria
• Compose a statement about the faculty member’s progress towards tenure
• Upload a digital copy of the completed statement to the “required document” section in Interfolio
  – This needs to be done for all faculty undergoing review by:
    • 11/9/2020 for all other faculty undergoing an Abbreviated RTP review
• The Department Chair will need to notify the DPC once the documents are uploaded
• Forward the case to the next review level
  – This needs to be done for all faculty undergoing review by:
    • 11/9/2020 for all other faculty undergoing an Abbreviated RTP review
Departmental Review Stage: Resources

- FAR Website: [http://www.fullerton.edu/far/](http://www.fullerton.edu/far/)
- RTP Abbreviated Evaluation Form
- [RTP Reviewers Guide](#)
- Interfolio tutorials
  - How to Login
  - Forwarding Cases in Interfolio
Interfolio For Reviewers

- Use the most up-to-date versions of Google Chrome, Firefox, or Safari
- Interfolio can be accessed 1 of 2 ways
  - #1 Through the CSUF Faculty portal: [https://my.fullerton.edu/Portal/Dashboard/](https://my.fullerton.edu/Portal/Dashboard/) It is listed alphabetically on the left-hand menu under “more apps”
  - #2 Logging in directly from the Interfolio Website: [https://account.interfolio.com/login](https://account.interfolio.com/login)
    - If you use this method, bookmark this website as a favorite
FAR Office

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<tr>
<th>Name</th>
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<tr>
<td>Ed Collom</td>
<td>FAR Director</td>
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<tr>
<td>Mary Pons</td>
<td>RTP Analyst</td>
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<td>Nicole Calucag</td>
<td>SOQ Analyst</td>
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<td>Kelly Marconi</td>
<td>RTP Coordinator</td>
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<tr>
<td>Christina Leonard</td>
<td>Records Retention Coordinator</td>
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