RTP and Interfolio Workshop for Fall ‘19

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Overview

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  – Acronyms
  – Interfolio‐specific vocabulary
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• RTP Tips
• RTP Schedule and Process
  – Deadlines
  – Exceptions to the normative process
    • Forms and Expectations
  – Full Reviews
  – Abbreviated reviews
• Interfolio
  – Explanation
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  – Demonstration
Acronyms for the Faculty Evaluation Process

- **RTP** - Retention, Tenure, & Promotion
  - Refers to the whole overall process of faculty evaluation
- **DPC** - Department Personnel Committee
  - A review committee made up entirely of your departmental colleagues, who are one rank higher than you, and provide an evaluation of your submitted portfolio materials
  - Full Professor (tenured) > Associate Professor (tenured, usually) > Assistant Professor
- **FPC** - Faculty Personnel Committee
  - An appellate evaluation committee, which only oversees cases that have negative or conflicting recommendations from previous review levels
- **SOQ** - Student Opinion Questionnaires
  - Surveys completed by students at the end of the semester, for each class they are enrolled in
- **FAR** - Faculty Affairs and Records Office
  - Overall record keepers and Administrators of the Interfolio platform for CSUF
- **FDC** - Faculty Development Center
  - Best resource for help on qualitative portions of the Faculty portfolio
  - Prospectus
  - Narratives
- **ATC** - Academic Technology Center
  - On campus resource for computer or Titan Portal help
- **WPAF** - Working Personnel Action File
  - The Collection of documents submitted by the faculty member each year for evaluation

Directory for Faculty RTP Campus Resources

<table>
<thead>
<tr>
<th>Faculty Resource</th>
<th>Campus Location</th>
<th>Hours of Operation</th>
<th>Campus phone number</th>
<th>Campus email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC</td>
<td>PLS-237</td>
<td>Monday - Thursday: 8am - 6 pm, Friday: 8 am - 5 pm</td>
<td>(657) 278-4050</td>
<td><a href="mailto:atc@fullerton.edu">atc@fullerton.edu</a></td>
<td><a href="http://www.fullerton.edu/it/services/atc/">http://www.fullerton.edu/it/services/atc/</a></td>
</tr>
<tr>
<td>FDC</td>
<td>PLS-244</td>
<td>Monday-Friday, 8am-5pm</td>
<td>657-278-4722</td>
<td><a href="mailto:fdc@fullerton.edu">fdc@fullerton.edu</a></td>
<td><a href="http://fdc.fullerton.edu/">http://fdc.fullerton.edu/</a></td>
</tr>
<tr>
<td>FAR</td>
<td>PLS-290</td>
<td>Monday-Friday, 8am-5pm</td>
<td>657-278-2125</td>
<td><a href="mailto:far@fullerton.edu">far@fullerton.edu</a></td>
<td><a href="http://www.fullerton.edu/far/">http://www.fullerton.edu/far/</a></td>
</tr>
</tbody>
</table>
Vocabulary

- **Case** = The most recently created and open review packet created through interfolio, where Faculty upload required documents for evaluation
  - **Portfolio** = interchangeable with “case” as well as, “WPAF”, refers to the collection of documents submitted by the faculty member each year for evaluation
- **Review Packet** = can refer to either a past or present “case,” and is a collection of specific document types the faculty member needs to submit
- **Review Packet Section** = a specific portion of the “review packet”, where a particular document type needs to be uploaded
  - Section 5.40 of the review packet is where the “Graded Class Lists” are uploaded
- **Completed Student Opinion Questionnaire Forms** = A specific SOQ document type, available in the SOQ Faculty app on the Titan Portal, known as “raw data”
  - For classes that distributed SOQ surveys electronically, instead of hard copy, there is NO “raw data” file type
  - Raw data for electronically-distributed surveys can be supplemented by the “Comment Report” for each class

RTP Best Practice #1

- Favorite the following apps through the Titan Portal
  - “Interfolio” and “SOQ faculty,” this can be done by clicking the star, “★” next to each app name.
    - This will put these apps into your “favorites” on the Titan portal and make them easier to find
    - [https://my.fullerton.edu/Portal](https://my.fullerton.edu/Portal)
“Favorites” on Titan Portal

This is the app with the star filled in next to it on the screenshot from the previous slide.

RTP Best Practice #2

- Bookmark the “Evaluations” page on the FAR website, www.fullerton.edu/far/evaluations.
  - This page contains the following documents to aid you in the RTP process
    - RTP Timetables
    - A copy of UPS 210.00
    - The most recent copy of ALL Department Personnel Standards

These hyperlinked words are the start of a list of downloadable resources that are available to you.
RTP Best Practice #3

• Familiarize yourself with the “Probationary” menu option on the FAR Evaluations Page
  – This section of the website contains several templates to aid you in the RTP Process

Department 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 210.000)
• [http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php](http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php)
  – These standards will be the most useful in answering questions or providing direction about preferred style or content of RTP portfolios.
Tenure-track vs. Tenured pages on FAR’s website

This page is for faculty who have NOT been awarded tenure, but the templates are for BOTH tenure-track and tenured professors.

This page is specifically for Tenured professors who are applying for Promotion to Full Professor.

RTP Prep Tips

• Start early
  – Contact your department chair, mentors, or any senior faculty within your department before the Fall semester starts and schedule a meeting to go over your questions about the RTP Process
    • They can also help with questions about style or content
  – Don’t wait until the week or day before everything is due to start working
  – Interfolio Server traffic is at its most congested on deadline day, which will cause the Interfolio platform to slow considerably
    • To avoid the stress of this situation, attempt to submit your portfolio early
• Check your fullerton.edu inbox regularly, for emails from FAR or noreply@interfolio.com
• Download, analyze, and refer to copies of UPS 210.00, your Department Personnel Standards, and the FAR RTP timetables.
  – FAR cannot tell you what makes a good portfolio for your Department (so please don’t ask)
RTP Prep Tips Cont’d

• Determine if any scholarship from pre-employment can count, if you received service credit
• FDC: Participate in workshops, initiatives, and social events
• Keep balance in mind
• Document everything
• Assemble materials each semester, to keep things from becoming overwhelming when assembling your portfolio

• Final Submission Tip
  – The Portfolio Checklist has to be turned in hard copy, when you go to drop it off at your Chair’s office
    • Take your laptop
    • hand the checklist to your Chair
    • Log into your Interfolio review packet and submit all sections with your Chair acting as a witness

Example of an Interfolio Email

• The email address of the Interfolio website will be noreply@interfolio.com
• The name of the sender can be:
  • California State University – Fullerton
  • The Interfolio Team
  • Or the Name of the person who sent you something via interfolio
    • Ex: “Tuffy Titan noreply@interfolio.com”
Retention, Tenure, and Promotion Schedule

PY1 (OR 1st Year of employment): Prepare prospectus

PY2 (OR 2nd year of employment): 1st Full performance review

PY3: 1st abbreviated review (unless full required by Provost)

PY4 2nd Full Performance Review

PY5: 2nd Abbreviated review (unless full required by Provost)

PY6: 3rd Full performance review for Tenure & Promotion

5th year in tenured Associate Rank: Full Performance Review for Promotion to Professor or Post-Tenure Review

Exceptions to the Normative RTP Process

• Service Credit
  – This would have been granted to faculty members upon hire 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, candidates have back-to-back full reviews in years “3” and “4”
    • With 2 Service Credit years awarded, candidates undergo full reviews in years “4” and “6” in sync with the normal cycle

• 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
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 tenured Associate rank is normative
• Read Department Personnel Standards for early promotion requirements, these will be a lot more stringent than those for regular promotion
  – 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
    • If you do not receive your promotion, you can continue to apply until you do
    • Your eligibility never goes away
Deadlines to Keep in Mind

- Deadline for faculty undergoing their 1st full performance review
  - Checklist and Portfolio/WPAF/Review Packet due to Chair by 9/17/19
- Deadline for ALL other reviews (probationary and tenured faculty)
  - Checklist and Portfolio/WPAF/Review Packet due to Chair by 10/1/19
- Early tenure and/or early promotion declaration forms from probationary faculty due by 9/6/19 and require Chair and Dean signatures: http://www.fullerton.edu/far/_resources/pdfs/forms/EarlyTenureEarlyPromotionForm.pdf
- Promotion Declaration Form for tenured faculty due by 9/6/19 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

Full Performance Reviews

- Full Performance Reviews normally occur in the 2nd, 4th, and 6th probationary year
  - Full Performance reviews can be mandated by the Provost in the 3rd and/or 5th probationary year
    - This will be indicated on your decision letter
- All Full Performance reviews are cumulative
  - Documentation for each review needs to encompass everything you have done from your date of hire through the date of your portfolio submission
  - For Tenured Associate Professors applying for Promotion to Full Professor,
    - Your portfolio should focus on your accomplishments from the most recent 5 years of employment
    - OR achievements accomplished since the date that you received tenure to the date you submit your portfolio
- The Interfolio Review packet template for Full Reviews is based on UPS 210.000 and contains 26 categories: http://www.fullerton.edu/far/_resources/pdfs/forms/RTPInterfolioTemplate.pdf
Required Documents for Full Performance Reviews; What They are and Where to find Them

- Required documents Provided by FAR or the Titan Portal
  - Checklist Form: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist.docx)
    - This **MUST** be submitted hard copy to your Department Chair by the published portfolio deadline
  - Table of Contents: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx)
  - Faculty Portal contains:
    - Statistical Summaries of Student Opinion Questionnaires (Course Reports)
    - Completed Student Opinion Questionnaire Forms (Raw Data)

Journey of the Portfolio for Full Performance Reviews

**Step 1**
- Chair declares complete after submission of Checklist and Portfolio

**Step 2**
- Chair forwards portfolio to departmental review stage (independent evaluations by Chair and DPC)

**Step 3**
- Chair presents faculty member with Chair evaluation and DPC evaluation and recommendation

**Step 4**
- Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days

**Step 5**
- Chair presents faculty member with Chair recommendation

**Step 6**
- Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days

**Step 7**
- Portfolio is forwarded to Dean who reviews and then presents faculty member with Dean evaluation and recommendation

**Step 8**
- Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days

**Step 9**
- Dean forwards portfolio and Candidate Binder/Folder to FAR for final auditing & FPC assessment

**Step 10**
- FAR Forwards portfolio and Candidate Binder/ folder to Provost for Final Decision

**Step 11**
- Final decision letter is delivered to faculty campus mailboxes
Abbreviated Reviews

• Occur during 3rd and 5th probationary year unless a full performance review is required by the provost or requested by the Candidate via an Early Tenure & Early Promotion declaration form
• Checklist and “Review File” due to Chair by 10/1/19
• Checklist: [http://www.fullerton.edu/far/_resources/pdfs/forms/AbbreviatedChecklist.docx](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
    • EX: if you are undergoing an abbreviated review in 2019-2020, you will only need to include SOQ and Grade data from Fall 2018, Spring 2019, and Summer 2019 (if you taught classes)
• The Department Personnel Committee, the Department Chair, and the Dean will provide a written statement on the file contents
• An Abbreviated Review can only result in an additional probationary year

Journey of the Portfolio For Abbreviated Performance Reviews

Step 1 • Chair declares complete after submission of Checklist and Portfolio

Step 2 • Chair forwards portfolio to departmental review stage (independent evaluations by Chair and DPC)

Step 3 • Chair and DPC produce written statements about Candidate’s progress towards tenure and recommendations for the next year

Step 4 • Department chair forwards portfolio to the Dean

Step 5 • Dean produces written statements about Candidate’s progress towards tenure and recommendations for the next year

Step 6 • Dean Forwards Portfolio to FAR for Final Auditing

Step 7 • FAR forwards the Portfolio to the Provost for the final Decision

Step 8 • Final Decision Letters delivered to faculty campus mailboxes by [insert date]
Possible outcomes for Normative RTP Candidates

<table>
<thead>
<tr>
<th>RTP Status</th>
<th>Positive Outcome #1</th>
<th>Positive Outcome #2</th>
<th>Negative Outcome</th>
<th>Decision Due Date</th>
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</thead>
<tbody>
<tr>
<td>PY2</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Non-retention</td>
<td>[insert date]</td>
</tr>
<tr>
<td>PY3 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td>Non-retention</td>
<td>[insert date]</td>
</tr>
<tr>
<td>PY4</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Non-retention</td>
<td>[insert date]</td>
</tr>
<tr>
<td>PY5 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td>Non-retention</td>
<td>[insert date]</td>
</tr>
<tr>
<td>PY6</td>
<td>Tenure &amp; Promotion</td>
<td></td>
<td>Terminal Year</td>
<td>[insert date]</td>
</tr>
</tbody>
</table>

- 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.”

Interfolio

- Electronic RTP system used by many CSUs
- Login to the Faculty Portal to access Interfolio platform and two available products
  - Review, Promotion & Tenure (email sent when your case is ready)
    - This product is signified by the Cal State Fullerton logo on the Log-in Screen
  - Dossier available 24/7 for faculty use
    - This software is a secure storage system where you can store your materials in preparation for upcoming reviews
    - Documents stored in this system 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”
- 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 binder to each review step
Interfolio Tips

• Use the most up-to-date Chrome, Firefox, or Safari browser
• Interfolio uploads documents by size, **not** alphabetically by title
  – The smallest will be uploaded first and the largest last
• Gather all of your PDF documents into a single folder that is subdivided by Academic year, and then further subdivided by review packet section
• Create your Table of Contents LAST
• Make your document titles/names logical and clear
  – Reviewers should be able to guess the document content from the title
• Do not use any highlighting, notes, or tags in PDF files as this will affect legibility
  – There is an exception to this rule, if the highlighting, notes, or tags are inputted using Microsoft word, and then the document is converted from a word doc to a PDF, the changes should transfer over when uploaded to Interfolio
  – **Word of Caution: do not submit your portfolio without double checking the formatting of ALL your uploaded documents**
• **How to login video is available**

Faculty Affairs and Records

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Administrative Analyst

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Administrative Support Coordinator

Nicole Calucag (x8003, ncalucag)
SOQ Administrative Analyst