RTP and Interfolio Workshop for Fall ‘19

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Overview

- Acronyms for the RTP process
- RTP-Specific vocabulary
- Departmental Personnel Standards
- Retention, Tenure, and Promotion Process
  - Timing
  - Early Actions
  - Tips
  - Deadlines and Forms
  - WPAF
  - Review Process
- RTP Best Practices and Tips
- FAR’s Website Makeover
- Interfolio Introduction
- Interfolio Demonstration
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
- **FPC** – Faculty Personnel Committee
  - An appellate evaluation committee, which only oversees cases that have negative or conflicting recommendations from previous review levels
- **ATC** – Academic Technology Center
  - On campus resource for computer or Titan Portal help
- **DPC** – Department Personnel Committee
  - Colleagues who perform a peer evaluations of all faculty portfolios under review
- **SOQ** – Student Opinion Questionnaires
  - Surveys administered to students, close to the end of the semester, for each class they are enrolled in
RTP Vocabulary

- **Portfolio** – refers to a collection of documents that faculty members submit to evaluators
  - DPC, Department Chair, Dean, Provost
- **Case** – refers to the most current review packet created for a faculty member in Interfolio that reviewers evaluate.
- **Review Packet** – An electronic repository for submitted evaluation documents, split into different document type/information sections.
  - This can refer to both past and present cases
- **Review packet section** – refers to a specific category of documents that a faculty member submitted as part of a whole, for evaluation
- **Completed Student Opinion Questionnaire Forms** – refers to 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
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.
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
Period of Review

• For Full Reviews
  – Any Service Credit “shall be weighed in reasonable proportion”
  – For Tenure-track Probationary Faculty
    • From initial appointment to submission deadline (unless service credit awarded)
  – For Tenured Faculty
    • From day after previous submission deadline to specified deadline for tenured faculty
      – 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.”
      – Deadline is May 1, 2020

• For Abbreviated Reviews
  – From day after previous submission deadline to specified deadline for tenured faculty (applies to all tenure-track faculty)
RTP Full Performance Reviews

- Full performance reviews occur normally in probationary years 2, 4, 6, and at the beginning of the 5th year of being in the Associate rank.
- Deadline to submit for faculty undergoing their 1st full performance review
  - Checklist and Portfolio due to Chair by 9/16/19
- Deadline to submit for ALL other reviews (probationary and tenured faculty)
  - Checklist and Portfolio due to Chair by 10/1/19
- Early tenure and/or early promotion requests from probationary faculty due by 9/6/19 and require Chair and Dean signatures:
  - Early Tenure & Early Promotion form (Assistant Professors)
  - Early Tenure and/or Early Promotion form (Probationary Associate Professors)
- Promotion Declaration Form for tenured faculty due by 9/6/19 and require Chair and Dean signatures: Promotion Declaration form (Tenured Faculty)
  - 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
Assembling Working Personnel Action File

• Interfolio template is based on UPS 210.002 and contains 26 categories: Interfolio Template for Full RTP Review

• Checklist Form:
  – This **MUST** be submitted hard copy to your Department Chair by the published portfolio deadline

• Table of Contents: Complete this document last

• Faculty Portal contains:
  – Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
  – Completed Student Opinion Questionnaire Forms (Raw Data)
  – Statistical Summaries of Grade Distributions (Graded Class Lists):
    http://csuf.screenstepslive.com/s/peoplesoft/m/72805/l/931781-accessing-the-graded-class-list
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” shortlist and make them easier to find in the Titan Portal
  • https://my.fullerton.edu/Portal

As you can see the star is clicked and this means it is in my favorite apps
“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](http://www.fullerton.edu/far/evaluations).
  - This page contains the following documents to aid you in the RTP process
    • RTP Timetables
    • A copy of UPS 210.002
• You can also get to all other RTP resources from the Left-hand menu on this page
RTP Tips

• 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 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

• The Portfolio Checklist portion of the RTP Portfolio has to be turned in hard copy,
  – When you go to drop it off at your Chair’s office make sure that your portfolio is already submitted through interfolio or submit it when you hand in your Checklist
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”

This message was sent through the Interfolio platform and there is the “noreply@interfolio.com”
RTP Tips Cont’d

• Download, analyze, and refer to copies of UPS 210.000, and the FAR RTP timetables.
• Determine if any scholarship from pre-employment can count
  – Applies only to Faculty with Service Credit granted upon hire
• 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
Steps of the Review Process 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 by FAR
Abbreviated Reviews

• Occur during probationary years 3 & 5 unless a full performance review is required by the Provost or requested by the Candidate via an Early Tenure & Early Promotion request

• Checklist and “Review File” due to Chair by **10/1/19**

• Review File contains:
  – Updated Curriculum Vitae
  – SOQ Statistical Summaries since last full review
  – Grade Distributions since last full review

• The Department Personnel Committee, the Department Chair, and the Dean will provide a written statement on the file

• An Abbreviated Review can only result in an additional probationary year
Assembling Working Personnel Action File

• Interfolio template is based on UPS 210.000 and contains 3 categories: Interfolio Template for Abbreviated RTP Review

• Checklist Form:
  – This **MUST** be submitted hard copy to your Department Chair by the published portfolio deadline

• Faculty Portal contains:
  – Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
  – Statistical Summaries of Grade Distributions (Graded Class Lists): http://csuf.screenstepslive.com/s/peoplesoft/m/72805/l/931781-accessing-the-graded-class-list
Steps of the Review Process 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 FAR
<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>
</tr>
</thead>
<tbody>
<tr>
<td>PY2</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Non-retention</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>PY3 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td></td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>PY3 (Full)</td>
<td>A Full Performance Review</td>
<td></td>
<td>Terminal Year</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>PY4</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Terminal Year</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>PY5 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td></td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>PY5 (Full)</td>
<td>A Full Performance Review</td>
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<td>Terminal Year</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>PY6</td>
<td>Tenure &amp; Promotion</td>
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<td>June 1, 2020</td>
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<tr>
<td>Promotion to Full Professor</td>
<td>Promotion to Full Professor</td>
<td></td>
<td>No Promotion</td>
<td>June 15, 2020</td>
</tr>
</tbody>
</table>
FAR website makeover

• FAR’s website underwent a massive makeover during the Spring and Summer 2019 semesters
• There are now new, updated pages for every type of evaluation overseen by the FAR office
  – Tenure-Track RTP reviews
  – Tenured Faculty RTP reviews, for promotion consideration to Full Professor
  – Post-Tenure Reviews with no Promotion consideration
RTP Pages for Tenure-Track & Tenured faculty

• Both of these pages 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 has also prepared new pages for blank SOQ forms and Departmental Personnel Standards
  – SOQs
  – Departmental Personnel Standards (DPS)
Screenshots of the New Pages

Tenured Faculty Page

Promotion

Tenured Faculty - Promotion to Professor (or Equivalent)

Promotion of a tenured faculty member shall normally be considered during the fifth year in rank, with promotion effective at the beginning of the sixth year. Applying prior to completing four years of service as an Associate Professor, Associate Librarian, or SSP-AR II Counselor is considered applying for early promotion. This review is considered to be a full-review, and like full-reviews in the tenure-track process, this review is cumulative.

Candidates for 2019-2020 actions are to submit their materials through Interfolio, the evaluation system implemented in 2017-2018. The template that candidates undergoing full performance reviews will use mirrors the requirements of UPS 210.002 and is listed below in the Templates Section. This page also provides several different types of resources to aid and assist in the compilation of the RTP portfolio. For Librarians and Counselors, there are a few documents that are specific to their portfolios, and they are noted below.

For more information on RTP, please see the slides from our last candidate workshops.

Probationary Faculty Page

Retention, Tenure, and Promotion (RTP)

Probationary faculty members are normally given a two-year initial appointment and are subject to evaluation before they are reappointed to subsequent probationary years or granted tenure. Tenure-track faculty are considered probationary faculty until they are awarded tenure or terminated.

Candidates for 2019-2020 actions are to submit their materials through Interfolio, the evaluation system implemented in 2017-2018. The template that candidates undergoing full performance reviews will use mirrors the requirements of UPS 210.002. Interfolio is accessible through the Faculty Portal (for assistance see how-to login video).

For more information on RTP, please see the slides from our last candidate workshops.

For Counselors (CAPS) and Library Faculty there are some documents that are specific to their portfolios and they are noted below.

FULL REVIEW

Full performance reviews typically occur during probationary years 2, 4, and 6 and require the submission of a full portfolio reflecting achievements in three areas:

1. Teaching
2. Scholarly and Creative Activity
Screenshots Continued

New SOQ Page

Overview
Student Opinion Questionnaires (SOQs) are administered to students for their credit-bearing courses. Anonymous response data is used for the purposes of personnel evaluations, providing faculty with information to improve their instruction, and to provide data for institutional research while maintaining faculty anonymity.

SOQs are conducted each semester utilizing either paper- or web-based surveys using ClassClimate, a product of Scamtrone. Additional information can be found below:

- **SOQs**
- **Resources**
  - Fall 2018 Publication and Disposition Notification
  - Notification of SOQ Disposition Procedure (11/1/18)
  - FAF SOQ Presentation
  - UPI 220.000
  - Academic Technology Center Website

SOQ Form Disposition
Once scanned and processed, SOQ forms will be held for ninety (90) days prior to secure disposition. During this timeframe, faculty are welcome to make an appointment to visit the SOQ Office to inspect their forms. Following the

DPS Page

Approved Departmental Personnel Standards

- **Departmental Personnel Standards**
- **Download Instructions**
  - All departmental personnel standards are arranged by college at the bottom of this page. Click your college name to expand the list of departments and click your department name to begin download.

- **Resources**
  - College of Arts (COTA)
  - College of Communications (COMM)
  - College of Engineering an Computing Science (CSC)
  - College of Education (EDUC)
  - College of Health and Human Development (HHD)
  - College of Humanities and Social Sciences (HHSS)
  - Library
  - Min filthy College of Business and Economics (MCBE)
  - College of Natural Science and Mathematics
  - Student Wellness & Counseling Center (SWCC)
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

• 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

- Electronic RTP system used by 18 of the CSUs
- As CSUF faculty members, you have access to 2 interfolio 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
    - This is where documents will be submitted for evaluation
  - **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”**
  - The only wet signatures required from Faculty undergoing review is on the Portfolio Checklist and on the Rebuttal Response sheet
Interfolio Tips

• Use the most up-to-date Chrome, Firefox, or Safari browser
• Prepare Entire Portfolio offline or in Dossier
• Create an organization system for your documents that makes it easy for you to upload them into the different packet sections AND keep track of what has been uploaded
• Use a clear and logical document naming convention so that reviewers can determine the content of each document from the name
• Only after completing the two steps above should you create your Table of Contents
• Do not use any highlighting, notes, or tags in Adobe as this will affect legibility
  – Such formatting can be inputted in Microsoft word and then converted it to a PDF, and the formatting should carry over
  – **Word of Caution: do not submit your portfolio without double checking the formatting of ALL your uploaded documents**
Interfolio Tips Cont’d.

• Tutorials Available on all evaluation pages on the FAR website, http://www.fullerton.edu/far/evaluations
  – How to Log in
  – How to find your review packet/case
  – How to Add New Documents to your review packet/case
  – How to Add documents from Dossier to your review packet/case
Interfolio Demonstration

• There are two methods to log into Interfolio
  – #1 going through the faculty 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
Faculty Affairs and Records

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