RTP Reviewers Workshop

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Agenda

• Understanding the Role of being a Reviewer in the RTP process
• Reviewers and their Departmental Standards
• Levels of Reviewers within the RTP cycle
• The Faculty Personnel Committee
• Responsibilities for Full Reviews
• Responsibilities for Abbreviated Reviews
• Interfolio for Reviewers
Principles

• Constructive Process
• Confidentiality is paramount
• Security of the Working Personnel Action File (WPAF)
• Evaluations and recommendation statements are SEPARATE documents
  – Both require wet signature(s) and need to be dated
  – All forms provided by FAR must be signed in the appropriate places by all reviewers
• Ineligibility
  – Both Chairs and DPC members can be ineligible
  – All members of these review committees must:
    • Have a higher rank than those being considered for promotion
    • Cannot be applying for promotion themselves
    • Cannot be on leave at any time during the Academic Year
What does it mean to be a Reviewer in the RTP Process?

• 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 210.002, 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
  - These requirements and rubrics are what the documentation submitted by the faculty member will be measured up against
    - Please be careful to only give SOQ data the weight outlined in the DPS document towards the overall evaluation
Levels of Review within the RTP Cycle

- **Provost – Final Decision**
- **Faculty Personnel Committee (FPC), if necessary**
- **College Dean Review Stage**
- **Departmental Review Stage (Department Chair & DPC both evaluate)**
  - Department Chair Declares the portfolio Complete
Faculty Personnel Committee (FPC)

• The Faculty Personnel Committee is an appellate-like RTP review level
  – This committee only reviews an RTP portfolio when there is a negative recommendation or no Departmental Personnel Standards
• The FPC is made up of 10 members representing each College on Campus
Responsibilities for a Full RTP Review

• Department Chairs are involved in two stages of this evaluation process
  – Declaring the portfolio complete
  – Departmental Review Stage
• The Department Personnel Committee (DPC) is only involved at the Departmental Review Stage
• Both review committees, however have their own responsibilities
Declaring the Portfolio Complete: Department Chairs

- The chair will receive digital access to the Faculty Member’s Working Personnel Action file (WPAF), also known as an “Interfolio case”
- The Chair will also receive
  - a binder from FAR containing Instructions and forms
  - A hard copy checklist from the faculty member
    - This needs to be added by the Chair, to the binder provided by FAR
  - The Chair must sign the checklist to declare it complete and forward it via Interfolio to the Department Review stage by the deadline provided in the FAR Timetables
    - In the event a faculty member is missing documentation, unlock the necessary section in Interfolio
    - Assist with getting the required documentation from the Faculty member
- Be aware of the Period of Review
  - Any Service Credit years “shall be weighed in reasonable proportion”
  - For Tenure-track Faculty, from initial Appointment to submission deadline for Probationary Faculty (unless service credit awarded)
  - For tenured faculty from the day after he or she submitted for tenure to the submission deadline for promotion to Full Professor
Full Reviews: Departmental Review Stage

Department Chair
• Evaluate the submitted material for each Faculty member under review against the criteria listed in the DPS
  – Assess progress towards tenure
  – Be aware of the period of review
  – Review previous retention evaluations and any weaknesses previously identified (if applicable)

DPC
• Evaluate the submitted material for each Faculty member under review against the criteria listed in the DPS
  – Access to the WPAF or Interfolio case is only given once the Department Chair has forwarded it on from the Declaration of completeness stage
  – Assess progress towards tenure
  – Be aware of the period of review
  – Review previous retention evaluations and any weaknesses previously identified (if applicable)
Full Reviews: Departmental Review Stage Cont’d

**Department Chair**
- Produce an Evaluation Statement
  - This document contains the rationale for the recommendation that will be given in your recommendation statement
  - Written simultaneously, but independently from DPC Equivalent
  - Upon completion, provide a **SIGNED** copy to the DPC, so that they can see how the Department Chair evaluated the materials submitted by their colleague
  - Receive copies of the DPC’s signed evaluation AND recommendation statement in return
  - Obtain DPC signatures on Recommendation Form in Grey Candidate binder

**DPC**
- Produce an Evaluation Statement
  - Contains the rationale for the recommendation which will be given in your recommendation statement
  - Written simultaneously, but independently from Department Chair Equivalent
    - must be approved by a simple majority vote
    - Should incorporate each member’s POV and explain any split recommendations
  - **ALL** DPC members must sign **ALPHABETICALLY**
  - Provide a **SIGNED** copy Department Chair, so that he or she can see how the DPC evaluated the materials submitted by your colleague
  - Needs to be provided to the Department Chair by the deadline published in the FAR timetable
Full Reviews: Departmental Review Stage Cont’d

Department Chair
- Initiate and Facilitate the 10-calendar day rebuttal period for
  - The DPC evaluation & recommendation statements
  - The Chair evaluation statement
  - Email or provide hard copy copies of the documents listed above to the Faculty Member under review
  - Obtain Faculty acknowledgement & rebuttal/meeting decision on signature form or by email if necessary
    - If a rebuttal is produced add a hard copy to the grey candidate binder and send copies to DPC members

DPC
- Produce a **SEPARATE** Recommendation Statement
  - This document states your recommended action for the Faculty Member to undergo in the next academic year
  - Should be clear and concise
  - Must be approved by a simple majority vote
  - **ALL** DPC members must sign **ALPHABETICALLY**
  - Provide a signed copy Department Chair, so that he or she can see how the DPC evaluated the materials submitted by your colleague
    - This document needs to be provided to the Department Chair by the deadline published in the FAR timetable
Full Reviews: Departmental Review Stage Cont’d

**Department Chair**

- Produce a **SEPARATE** Recommendation statement
  - This document states your recommended action for the Faculty Member to undergo in the next academic year
  - Add a **signed** copy of this document to the grey candidate binder
  - Provide a copy to the Faculty Member under review (email is permissible)
  - Also provide a copy to the DPC

**DPC**

- Sign Recommendation form provided by FAR in the grey candidate binder
Full Reviews: Departmental Review Stage Cont’d

Department Chair

• Initiate and Facilitate the 10-calendar day rebuttal period for The Chair Recommendation statement
  – Email or provide hard copy a copy of the document listed above to the Faculty Member under review
  – Obtain Faculty acknowledgement & rebuttal/meeting decision on signature form or by email if necessary
  – If a rebuttal is produced add a hard copy to the grey candidate binder and send copies to DPC members

• Sign Recommendation form in grey Candidate binder

• Forward Interfolio case to Dean’s level of Review
Responsibilities for an Abbreviated RTP Review

• Department Chairs are involved in two stages of this evaluation process
  – Declaring the portfolio complete
  – Departmental Review Stage

• The Department Personnel Committee (DPC) is only involved at the Departmental Review Stage

• Both review committees, however have their own responsibilities
Declaring the Portfolio Complete: Department Chairs

• The chair will receive digital access to the Faculty Member’s Review file (WPAF), also known as an “Interfolio case”

• The Chair will also receive
  – a binder from FAR containing Instructions and forms
  – A hard copy checklist from the faculty member
    • This needs to be added by the Chair, to the binder provided by FAR
  – The Chair must sign the checklist to declare it complete and forward it via Interfolio to the Department Review stage by the deadline provided in the FAR Timetables
    • In the event a faculty member is missing documentation, unlock the necessary section in Interfolio
    • Assist with getting the required documentation from the Faculty member

• Be aware of the Period of Review
  – Any Service Credit years “shall be weighed in reasonable proportion”
  – For Tenure-track Faculty, from the day after the portfolio submission deadline from the previous review cycle to the submission deadline for the current review cycle
Abbreviated Reviews: Departmental Review Stage

**Department Chair**
- Evaluate the submitted material for each Faculty member under review against the criteria listed in the DPS
  - Assess progress towards tenure
- Produce a signed written statement discussing progress towards tenure
  - Make sure to note any areas which need improvement for the next Full RTP Review
- Collect the DPC’s signed statement and their signatures on the recommendation form provided in the grey candidate binder
- Consult with faculty member if needed
- Sign Recommendation form in grey Candidate binder
- Forward Interfolio case to Dean’s level of Review

**DPC**
- Evaluate the submitted material for each Faculty member under review against the criteria listed in the DPS
  - Access to the review file or Interfolio case is only given once the Department Chair has forwarded it on from the Declaration of completeness stage
  - Assess progress towards tenure
- Produce a signed, written statement about the Faculty member’s progress towards tenure
  - Make sure to note any areas which need improvement for the next Full RTP Review
  - This document must be:
    - Signed ALPHABETICALLY
    - Given to the Department Chair by the deadline published in the FAR time tables
RTP Reviewer Resources

• The FAR website has several resources available for Reviewers on each of its pages
  – The Evaluations home page: http://www.fullerton.edu/far/evaluations/
    • This page contains
      – the Provost-approved timetables for ALL upcoming reviews
      – Copies of all UPS documents that dictate the structure of Faculty evaluations
  – The Tenure-Track (Probationary) page: http://www.fullerton.edu/far/evaluations/probationary.php
    • This page contains
      – Interfolio tutorials under the section titled “Tutorials for Reviewers”
      – Information about all the different RTP reviews, that is primarily for the faculty undergoing review, but can be useful for reviewers as well
RTP Reviewer Resources Cont.

• The Tenured Faculty (Promotion) page:  
  http://www.fullerton.edu/far/evaluations/tenured.php  
  – Has a nearly identical set-up as the Tenure-track page

• FAR’s Website also has specific pages dedicated to DPS documents and blank SOQ forms used by ALL departments on campus
  – DPS:  http://www.fullerton.edu/far/dps/index.php
  – SOQs:  http://www.fullerton.edu/far/sog/index.php
Interfolio for Reviewers

• Use the most up-to-date versions of Google Chrome, Firefox, or Safari

• As with faculty RTP faculty undergoing review, Interfolio can be accessed 1 of 2 ways
  – #1 Through the CSUF Faculty portal:
    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
    • If you use this method, bookmark this website as a favorite