RTP and Interfolio Workshop

Mary Pons, M.A.
Overview

• Changes to RTP Process in Response to COVID-19
• 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/
## Retention, Tenure, and Promotion Schedule

| 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                                 |
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
Acronyms for the RTP Process

• **R T P** – Retention, Tenure, & Promotion
• **F A R** – Office of Faculty Affairs and Records
  – Record keepers and overall Interfolio managers
• **F D C** – Faculty Development Center
  – Best resource for narrative construction and editing for faculty undergoing review
• **A T C** – Academic Technology Center
  – On campus resource for computer or Titan Portal help
• **F P C** – Faculty Personnel Committee
  – An appellate evaluation committee, which only oversees cases that have negative or conflicting recommendations from previous review levels
• **D P C** – Department Personnel Committee
  – Colleagues who perform a peer evaluations of all faculty portfolios under review
• **S O Q** – Student Opinion Questionnaires
  – Surveys administered to students for each class that you teach each semester
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 to 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 to the FAR office (far@fullerton.edu) by 9/3/2021
- 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
• 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 Faculty Portal** contains links to:
  – Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
    • This will be moving to the Faculty Student Success Dashboard (FSSD) in the near future
  – SOQ Raw Data (for PAPER Surveys)/ SOQ Comment Reports (for WEB Surveys)
    • This will be moving to the Faculty Student Success Dashboard (FSSD) in the near future
  – Statistical Summaries of Grade Distributions (Graded Class Lists)
<table>
<thead>
<tr>
<th>Stage</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Submission</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>Department Chair Declares Complete</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>Departmental Review Stage</td>
<td>• Both the department chair and DPC review submitted material</td>
</tr>
<tr>
<td>Chair Initiates 1st Rebuttal Period</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>Chair Initiates 2nd Rebuttal Period</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>Dean Review Stage</td>
<td>• Dean reviews all submitted material</td>
</tr>
<tr>
<td>Dean Initiates Rebuttal Period</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>FAR Confirmation</td>
<td>• FAR checks all cases have appropriate paperwork</td>
</tr>
<tr>
<td></td>
<td>• Cases forwarded to provost</td>
</tr>
<tr>
<td>Provost Decision</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
• When the rebuttal period is initiated you will get an email from noreply@interfolio.com
• If the rebuttal period was set up correctly by your review committee you should be able to do the following by clicking the button provided in the body of the email:
  – Login to Interfolio, to see files that were shared with you by your review committees
  – Read the evaluation/recommendation shared with you
  – Upload 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
• The RTP Rebuttal Form must be uploaded as your “response” to the documents shared with you for each rebuttal period, regardless of whether you intend to rebut or not
  – If you do submit a rebuttal statement, include it in the appropriate area of the RTP Rebuttal Form
  – All responses are due 10-calendar days after you receive the email from noreply@interfolio.com
    • This is a HARD Deadline
• If you are unable to perform any of the actions above or did not receive a copy of your evaluation/recommendation by the deadline listed in the annual FAR timetable:
  – Contact the FAR office or Interfolio Helpdesk.
Mary Pons has shared files with you.

VIEW FILES

You will be required to sign in to your account to view the shared files.

Dear Professor Titan,

Your rebuttal period for the DPC's Evaluation, the DPC's recommendation, and the Department Chair's Evaluation has been initiated. Above this message is a button that will allow you to see the documents that have been shared with you. You will need to log into Interfolio, open to your most recently submitted review packet, and open the tab labeled "Shared Committee Files".

You will be able to see and read all the documents shared with you under "Shared Committee Files". Please indicate whether or not you would like to submit a rebuttal using the DTP Rebuttal Form provided.
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
- Sort your documents first by category type and then in **REVERSE** chronological order
  - Newest documents on top, oldest on bottom
- RTP **Abbreviated Checklist Form**:
  - A DIGITAL COPY of this document is due to your Department Chair by the Portfolio Submission deadline
- **CSUF Faculty Portal** contains:
  - Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
    - This will be moving to the Faculty Student Success Dashboard (FSSD) in the near future
  - SOQ Raw Data (for PAPER Surveys)/ SOQ Comment Reports (for WEB Surveys)
    - This will be moving to the Faculty Student Success Dashboard (FSSD) in the near future
  - Statistical Summaries of Grade Distributions (Graded Class Lists)
### Journey of the Abbreviated RTP Portfolio

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Submission</strong></td>
<td>• Faculty submits required documentation through Interfolio&lt;br&gt;• Emails copy of completed Checklist to Chair</td>
</tr>
<tr>
<td><strong>Department Chair Declares complete</strong></td>
<td>• Chair checks that all required material has been submitted&lt;br&gt;• Chair completes RTP Checklist, forwards case to next review level</td>
</tr>
<tr>
<td><strong>Departmental Review Level</strong></td>
<td>• BOTH the DPC &amp; Department Chair evaluate submittedMaterial&lt;br&gt;• BOTH DPC &amp; Department Chair compose statement about progress towards tenure&lt;br&gt;• NO REBUTTAL PERIOD&lt;br&gt;• Case Forwarded</td>
</tr>
<tr>
<td><strong>Dean Review Level</strong></td>
<td>• Dean evaluates submitted Material&lt;br&gt;• Dean composes statement about progress towards tenure&lt;br&gt;• NO REBUTTAL PERIOD&lt;br&gt;• Case Forwarded</td>
</tr>
<tr>
<td><strong>FAR Post Case Work</strong></td>
<td>• FAR emails copies of statements on progress towards tenure to all Faculty Members&lt;br&gt;• Cases closed</td>
</tr>
</tbody>
</table>
## Possible Outcomes During the RTP Process

<table>
<thead>
<tr>
<th>RTP Status</th>
<th>Outcome #1</th>
<th>Outcome #2</th>
<th>Outcome #3</th>
<th>Decision Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First full performance review</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Non-retention</td>
<td>2/15/2022</td>
</tr>
<tr>
<td>PY3 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td></td>
<td>3/15/2022</td>
</tr>
<tr>
<td>PY3 (Full)</td>
<td>A Full Performance Review</td>
<td></td>
<td>Terminal Year</td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY4</td>
<td>An Abbreviated Review</td>
<td>A Full Performance review</td>
<td>Terminal Year</td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY5 (Abbreviated)</td>
<td>A Full Performance Review</td>
<td></td>
<td></td>
<td>3/15/2022</td>
</tr>
<tr>
<td>PY5 (Full)</td>
<td>A Full Performance Review</td>
<td></td>
<td>Terminal Year</td>
<td>6/1/2022</td>
</tr>
<tr>
<td>PY6</td>
<td>Tenure &amp; Promotion</td>
<td></td>
<td>Terminal Year</td>
<td>6/1/2022</td>
</tr>
<tr>
<td>Promotion to Full Professor</td>
<td>Promotion to Full Professor</td>
<td></td>
<td>No Promotion</td>
<td>6/15/2022</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 has also prepared new pages for blank SOQ forms and Departmental Personnel Standards
  – SOQs
  – Departmental Personnel Standards (DPS)
Screenshots of the FAR Webpages

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 SSB-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 required 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 latest candidate workshops.
Screenshots Continued

SOQ Page

DPS 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
  – When 1 year of Service Credit is 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
  – When 2 years of Service Credit are 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
  – Faculty can apply after one year of employment service at CSUF

• Early Promotion to Professor
  – Most DPS’ will have criteria for how to achieve Early Promotion to Professor
  – Faculty can apply after one year of employment service that the Associate rank
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
• 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 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 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 (an email is sent when your case is ready)
    • This is where all Portfolio materials will be uploaded
    • Accessible through the CSUF Faculty portal or https://account.interfolio.com/login
    • This product is signified by the Cal State Fullerton logo during the Login Process
  – 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
  – How to use Dossier
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 for evaluation into a filing system that makes it easy to track what you have uploaded and what you need to 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 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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