Overview

- Types of Evaluations
- Brief intro to Range Elevations
- Background information on Evaluation Process
- Tips for Assembling the WPAF
- FAR Website Make-over
- Interfolio Introduction
- Interfolio tips
- Interfolio Demonstration
Types of Evaluations

• There are several types of Evaluations that both Full-time and Part-time Lecturers can be scheduled to undergo
  – Annual Periodic
  – 3-Year Periodic
  – 6-Year Comprehensive

• What type is determined by the length of your employment at CSUF and by the type of contract you were hired under
Range Elevation Evaluations

• There is a **separate** evaluation that Lecturers can be eligible to participate in, known as Range Elevation
  – Is done in addition to any regularly scheduled evaluation
  – Is voluntary
  – The final decision is made by the Provost
  – **Requires** the completion and submission of the declaration form provided by FAR
  – **List of eligible faculty** available on FAR website
    • This list is compiled and created by HRDI, not FAR
Period of Review

• Each evaluation type requires different volumes of documentation depending on the length of your employment at CSUF
  – Annual periodic
    • Covers the period since your last evaluation (2 Semesters) or from your first semester of teaching if this is your first evaluation (1 semester)
  – 3-Year Periodic
    • Covers 2 ½ years (5 semesters) worth of academic and professional activities that have occurred since the beginning of your 3-year contract
  – 6-Year Comprehensive
    • Covers 5 ½ years (11 semesters) worth of academic and professional activities, usually since the date of hire or rehire if there was a break in service
# Summary of Levels of Review

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Chair Reviews</th>
<th>DPRC Reviews</th>
<th>Dean Reviews</th>
<th>Provost Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Lecturer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Periodic</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3 Yr Periodic</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6 Yr Comprehensive</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Range Elevation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Part-Time Lecturer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Periodic</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Yr Periodic</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6 Yr Comprehensive</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Range Elevation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
**Review Process for Lecturer Evaluations**

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

**Step 2**
- Chair forwards WPAF to Departmental Peer Review Committee (DPRC)

**Step 3**
- DPRC provides candidate with a copy of their evaluation

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

**Step 5**
- DPRC forwards WPAF to Department Chair

**Step 6**
- Department Chair provides candidate with a copy of their evaluation

**Step 7**
- Candidate acknowledges receipt and declares whether a rebuttal will be submitted within 10 days

**Step 8**
- Department Chair forwards WPAF to Dean

**Step 9**
- Dean provides candidate with a copy of their evaluation

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

**Step 11**
- Dean forwards WPAF to FAR
Tips for Assembling the WPAF

• 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 WPAF 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

• Expect to prepare a WPAF for evaluation EVERY year, except if you are in years 1 or 2 of a 3-year appointment OR are notified otherwise
Example of an email from noreply@interfolio.com

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”
Tips for Assembling the WPAF Continued

• Become familiar with the Interfolio template for Lecturer Evaluations
  – The Interfolio template is based on UPS 210.070 and contains 12 categories: [Interfolio Template for WPAF requirements]

• Checklist Form:
  – This MUST be submitted hard copy to your Department Chair by the published portfolio deadline, **February 17, 2020**

• Table of Contents: Complete this document last

• Faculty Portal contains:
  – Website: [https://my.fullerton.edu/Portal/Dashboard/](https://my.fullerton.edu/Portal/Dashboard/)
  – Statistical Summaries of Student Opinion Questionnaires (Statistical Course Reports)
  – Completed Student Opinion Questionnaire Forms (Raw Data)
  – Statistical Summaries of Grade Distributions (Graded Class Lists): [Graded Class Lists Tutorial]
FAR Website Make-Over

• 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
  – Lecturer Evaluations
    • Separate Pages for both Full-Time and Part-Time Lecturers
  – Range Elevation
    • Is open to both Full-time and Part-time Lecturer, who are declared eligible by HRDI
Part-Time Lecturer, Full-time Lecturer, & Range Elevation Pages

• These pages have been reorganized to have nearly identical information on them to:
  – Lessen the confusion surrounding the evaluation 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 Evaluation process
  – Full-time Lecturer Faculty
  – Part-Time Lecturer Faculty
  – Range Elevation

• FAR has also prepared new pages for blank SOQ forms and Departmental Standards for Lecturer Faculty (For those that have them)
  – SOQs
  – Departmental Standards for Lecturer Faculty (DSLF)
Screenshots of the New Pages

**Part-Time Lecturers**

**Full-Time Lecturers**
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
  – For Lecturers, **ALL Full-time Lecturers** are required to submit their WPAF through Interfolio.
  – For **Part-time Lecturers** this requirement is department-specific

• As CSUF faculty members, you have access to 2 interfolio products
  – **Review, Promotion, and Tenure** (an email will be sent to you when your case is ready)
    • This is where all WPAF materials will be uploaded
    • Accessible through the CSUF Faculty portal or [https://account.interfolio.com/login](https://account.interfolio.com/login)
    • This product is signified by the Cal State Fullerton logo on the Log-in Screen
  – **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”**
Interfolio Vocabulary

• **Portfolio/WPAF** – refers to a collection of documents that faculty members submit to a set of overseeing committees for evaluation
  – Examples of Committees are DPRC, Department Chair, Dean, Provost

• **Case/Review Packet** – refers to the most current Interfolio packet created for a faculty member, where he or she can upload WPAF documents and where Review Committees will evaluate all submitted materials.
  – Also can be referred to electronic repository for submitted evaluation documents, split into different document types/information sections.
  – A “Review Packet” can refer to both past and present cases

• **Review packet section** – refers to a specific category of documents that a faculty member submit 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 substituted by the “Comment Report” for each class
Interfolio Tips

• Tutorials Available on all evaluation pages on the FAR website, www.fullerton.edu/far
  – 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

• Use the most up-to-date Chrome, Firefox, or Safari browser
  – Interfolio will NOT load in Internet Explorer (IE)

• 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 Continued

• Do not use any highlighting, notes, or tags in PDF files as this will affect legibility
  – There is an exception to this rule, you can input such formatting in Microsoft word and then convert 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 Demonstration

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

Ed Collom, Ph.D.
Director (x2778, edcollom)

Mary Pons (x3705, mpons)
Evaluation Analyst

Nicole Calucag (x8003, ncalucag)
SOQ Analyst

Kelly Marconi (x8593, kmarconi)
Evaluation Coordinator