Preview: Master RTP Template for Librarians

Case Information
Type
Review
Unit
Technical Services
Description
RTP Full Performance Reviews - Timetable #1

Candidate Requirements
Instructions to the candidate
Welcome to Interfolio’s Review, Promotion & Tenure, the evaluation system at Cal State Fullerton. Please note that the system is browser-sensitive and requires a recently-updated version of Chrome, Firefox, or Safari. Do not upload files containing any highlighting, notes, or tags as this may affect legibility.

Faculty are required to have all of their materials uploaded and the signed, hard-copy checklist form submitted to their Department Chair by 5 pm on [insert date].

It is recommended that users first gather all of their PDF documents and create their Table of Contents. The Portfolio Table of Contents template is available from FAR. Candidates must create their own Table of Contents for the Appendix. Please use the section numbers and a naming convention for your documents so that reviewers can distinguish them from one another and identify the contents by the name (for example, “1.0 Table of Contents.pdf”).

The Faculty Affairs and Records website contains several important resources concerning your evaluation. Please visit the following page for: Faculty Personnel Policies and Procedures (UPS 210.002), Department Personnel Standards, and the Timetables.

If you have any questions, please visit the Interfolio Help Center or contact us at far@fullerton.edu or (657) 278-2125. Thank you.

1.0 Table of Contents
Documents
1.0 Table of Contents, 1 required

2.0 Table of Contents of Appendix
Documents
2.0 Table of Contents of Appendix, 1-3 required
3.0 Department Personnel Standards or UPS 210.002
Documents
3.0 Department Personnel Standards or UPS 210.002, 1 required

3.10 Prospectus
Documents
3.10 Prospectus, 1 required

4.0 Portfolio Vita
Documents
4.0 Portfolio Vita, 1 required

5.0 Narrative Summary of Performance as a Librarian
Documents
5.0 Narrative Summary of Performance as a Librarian, 1 required

5.10 List of Assignments
Documents
5.10 List of Assignments, 1+ required

6.0 Narrative Summary of Scholarly and Creative Activities
Documents
6.0 Narrative Summary of Scholarly and Creative Activities, 1 required

7.0 Narrative Summary of Library, Professional, University, & Community Service Activities
Documents
7.0 Narrative Summary of Library, Professional, University, & Community Service Activities, 1 required

8.0 Table of Contents for Librarian Performance Appendix
Documents
8.0 Table of Contents for Librarian Performance Appendix, 1 required

8.20 Course Materials
Documents
8.20 Course Materials, optional

8.30 Other Relevant Material for Librarian Performance
Documents
8.30 Other Relevant Material for Librarian Performance, optional

9.0 Table of Contents of Scholarly and Creative Activities Appendix
Documents
9.0 Table of Contents of Scholarly and Creative Activities Appendix, 1 required

9.10 Publications and Creative Works
Documents
9.10 Publications and Creative Works, optional

9.20 Evidence of Publications and Creative Works
Documents
9.20 Evidence of Publications and Creative Works, optional

9.30 Accepted Works and Documentation
Documents
9.30 Accepted Works and Documentation, optional

9.40 Unpublished Works and Ongoing Activities
Documents
9.40 Unpublished Works and Ongoing Activities, optional

9.50 Co-Authorship Documentation
Documents
9.50 Co-Authorship Documentation, optional

9.60 Other Relevant Material for Scholarly and Creative Activity Performance
Documents
9.60 Other Relevant Material for Scholarly and Creative Activity Performance, optional

10.0 Table of Contents of Library, Professional, University, and Community Service Activities Appendix
Documents
10.0 Table of Contents of Library, Professional, University, and Community Service Activities Appendix, 1 required

10.10 Library, Professional, University, and Community Service Activities
Documents
10.10 Library, Professional, University, and Community Service Activities, 1+ required

10.20 Other Relevant Material for Service Activity Performance
Documents
10.20 Other Relevant Material for Service Activity Performance, optional