

PTR Interfolio Template

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 add any digital highlighting, notes, or tags in your PDF files as this may affect legibility. Always preview your packet before submission to confirm that it is presented as you intend. [Please visit the FAR website for Interfolio tutorials.](#)

Faculty members undergoing post-tenure periodic evaluation are required to have their packets submitted to their **Department Chair by 5 pm on October 1, 2020**. You must also complete the form in the packet below to indicate whether or not you wish to meet with the PTRC and Dean at the end of the process. After you have received the written statements from both evaluating parties, you are also required to submit the [Rebuttal/Meeting Form](#) to indicate whether you wish to submit a response.

Per [UPS 210.020](#), each tenured faculty member shall be subject to a periodic evaluation under these procedures at least once every **5 years**. This type of review is intended to be an occasion for consultation with colleagues, whose aim should be the encouragement and maintenance of excellence; an acknowledgment of positive contributions made by tenured faculty; and, a time to reflect upon opportunities for growth and professional development.

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

Curriculum Vitae

Curriculum Vitae, 1 required

An updated Curriculum Vitae that includes information about teaching (or the equivalent area of evaluation for Librarians and Counselors), scholarly/creative activities, and service. The CV should indicate activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order. (Section II.J.1)

Statistical Summaries of Student Opinion Questionnaires

Statistical Summaries of Student Opinion Questionnaires, 1+ required

SOQ Statistical Summary Reports are available for download in the SOQ Faculty App on the Faculty Portal. The SOQ Statistical Summary Report for each class taught during the period of review will need to be uploaded here. Please use a consistent file-naming convention that includes the course number and term taught.

Student Opinion Questionnaire Comment Reports

Student Opinion Questionnaire Comment Reports, 1+ required

SOQ Comment Reports are available for download in the SOQ Faculty App on the Faculty Portal. The SOQ Comment Report for each class taught during the period of review will need to be uploaded here. Please use a consistent file-naming convention that includes the course number and term taught.

Narrative Summary

Narrative Summary, 1 required

A summary (maximum of **two** pages) that outlines the faculty member's most significant achievements during the period of review and the faculty member's goals regarding teaching, scholarly/creative activities, and service for the next 5 years. (Section II.J.3)

PTR Meeting Choice

Forms

PTR Meeting Choice

Candidate Meeting Preference *

Please indicate your preference for holding a meeting after the evaluation statements have been completed

- I prefer to NOT meet
- I prefer separate meetings with my Chair and Dean
- I prefer one combined meeting with my Chair and Dean
- I do not have a preference