

Ad-Hoc Committee to Study the Use of *Electronic Portfolios*
for the RTP Process in a Limited Pilot Implementation
[Source: Academic Senate Executive Committee 11-18-08]

Whereas: We live in a digital age and most RTP documents are in digital format and now we need to convert them from digital to paper (by printing) for the RTP process; and

Whereas: The cost of printing personnel materials is significant; and

Whereas: Electronic portfolios allow simultaneous access to RTP documents for DPC members and for FPC members, which may result in a faster turnaround time; and

Whereas: Electronic portfolios improve archiving of RTP documents; and

Whereas: Faculty members can spend less time preparing electronic portfolios than printing and assembling the RTP file; and

Whereas: There is a growing problem of a lack of storage space for personnel files; and

Whereas: The University has committed to sustainability; and

Whereas: The Student Opinion Questionnaire (SOQ) output will be available electronically for both Online and Paper evaluations; and.

Whereas: Now every departmental copier should have the ability to scan and email documents as pdf files for all paper documents; and

Whereas: The UPS 210.000 limits the number of boxes to be submitted for the RTP process to one; and

Whereas: The average size of an RTP file is three boxes (per FAR);

Therefore be it

Resolved: To create an ad-hoc committee to develop an implementation plan to use electronic portfolios for the RTP process. The ad-hoc committee shall report back its recommendations to the Academic Senate by March 1st, 2009 for Fall 2009 voluntary pilot implementation; and be it

Resolved: The ad-hoc committee shall be composed of two recently-tenured associate professors, two professors who have served on their department personnel committee, two department chairs, and one dean, each preferably from a different college, the chair of the Faculty Personnel Committee, and the President of CFA Fullerton Chapter. The Chief Information Technology Officer, the Acting Associate Vice President for Academic Affairs, and the Director of Faculty Affairs and Records shall be ex officio members of the committee.