PTR – Interfolio Template

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 see the PTR Faculty Guide 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 [insert date].** 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.

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

Curriculum Vitae

Documents
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

Documents
Statistical Summaries of Student Opinion Questionnaires, 1+ required

SOQ Statistical Summary Reports are available for download from the [Faculty Student Success Dashboard (FSSD)](). 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

Documents
Student Opinion Questionnaire Comment Reports, 1+ required

SOQ Comment Reports are available for download from the [Faculty Student Success Dashboard (FSSD)](). Please use a consistent file naming convention that includes the course number and term taught.

Narrative Summary

Documents
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)