

Office of Faculty Affairs and Records



Fall 2023

Cal State Fullerton

Retention, Tenure, and Promotion

Summary for Candidates

What is FAR?

- Unit 3 Faculty Evaluations (no appointments nor salary)
- Tenure-Track (RTP and PTR)
- Lecturers (Annual, Comprehensive, Year 3 of 3, and Range Elevation Applications)
- Departmental Personnel Standards and Department Standards for Lecturer Faculty
- Student Opinion Questionnaires
- Sabbatical and Difference-In-Pay Leaves
- Personnel Action Files for all Full-Time Faculty
- Records Retention and Disposition

FAR Staff

- Kelly Marconi – RTP Analyst – x3705
- Nicole Calucag – SOQ Analyst – x8003
- Rose Broszczak – Confidential Support – x4040
- Mark Carrier – Executive Director – x2778
- FAR Faculty Fellows:
 - Mr. Samuel Barber (Library)
 - Dr. Terri Patchen (Elementary & Bilingual Education)
- Website: <https://www.fullerton.edu/far/>
- FAR Office Hours: **M-F 8 am to 5 pm**
- For help, use x2125 or FAR@Fullerton.edu

Timetable 1: Full Performance Review of Second-Year Probationary Faculty

| | |
|--|-----------------------------|
| Interfolio packet due | Monday, September 18, 2023 |
| Chair declares complete and forwards case for department review | Friday, September 22, 2023 |
| DPC Recommendation Report & Chair evaluation due to candidate & DPC starts the rebuttal period | Friday, October 13, 2023 |
| Chair Recommendation Report due to candidate & Chair starts the rebuttal period | Monday, October 23, 2023 |
| Case forwarded by Chair for Dean review | Thursday, November 2, 2023 |
| Dean Recommendation Report due to candidate | Tuesday, November 21, 2023 |
| Case forwarded by Dean for FAR audit | Friday, December 1, 2023 |
| Deadline for candidates to submit added material to FPC | Monday, December 4, 2023 |
| FPC Recommendation Report due to candidate (if required) | Monday, December 18, 2023 |
| VPSA Recommendation Report due to candidate (if CAPS) | Tuesday, January 16, 2024 |
| Provost's decision to candidate | Thursday, February 15, 2024 |

Timetable 2: Full Performance Review of Probationary Year 3-6 and Tenured Faculty

| | |
|--|---------------------------|
| Early Tenure/Promotion & Promotion request form due to FAR | Friday, September 1, 2023 |
| Interfolio packet due | Monday, October 2, 2023 |
| Chair declares complete and forwards case for department review | Tuesday, October 10, 2023 |
| DPC Recommendation Report and Chair evaluation due to candidate & DPC starts the rebuttal period | Tuesday, November 7, 2023 |
| Chair Recommendation Report due to candidate & Chair starts the rebuttal period | Friday, November 17, 2023 |
| Case forwarded by Chair for Dean review | Monday, November 27, 2023 |
| Dean Recommendation Report due to candidate | Friday, February 2, 2024 |
| Case forwarded by Dean for FAR audit | Monday, February 12, 2024 |
| Deadline for candidates to submit added material to FPC | Monday, April 8, 2024 |
| FPC Recommendation Report due to candidate (if required) | Thursday, April 18, 2024 |
| VPSA Recommendation Report due to candidate (if CAPS) | Wednesday, May 1, 2024 |
| Provost's decision to Probationary Year 3-6 candidates | Friday, May 31, 2024 |
| Provost's decision to Tenured candidates | Friday, June 14, 2024 |

Timetable 3: Abbreviated Review of Probationary Year 3 and 5 Faculty

| | |
|--|---------------------------|
| Interfolio packet due | Monday, October 2, 2023 |
| Chair declares complete and forwards case for department review | Tuesday, October 10, 2023 |
| Chair and DPC both produce written statement on progress to tenure and Chair forwards case for Dean review | Tuesday, November 7, 2023 |
| Dean produces written statement on progress to tenure and forwards case to FAR | Friday, February 2, 2024 |
| Provost's letter and copy of written statements to candidate | Friday, March 15, 2024 |

Interfolio RPT: Uses in FAR

- Retention, Tenure, Promotion Cases
- Post-tenure Review Cases
- Promotion to Full Cases
- Lecturer Evaluation Cases
- Lecture Range Elevation Cases

PERSONNEL ACTION FILES (PAFs)

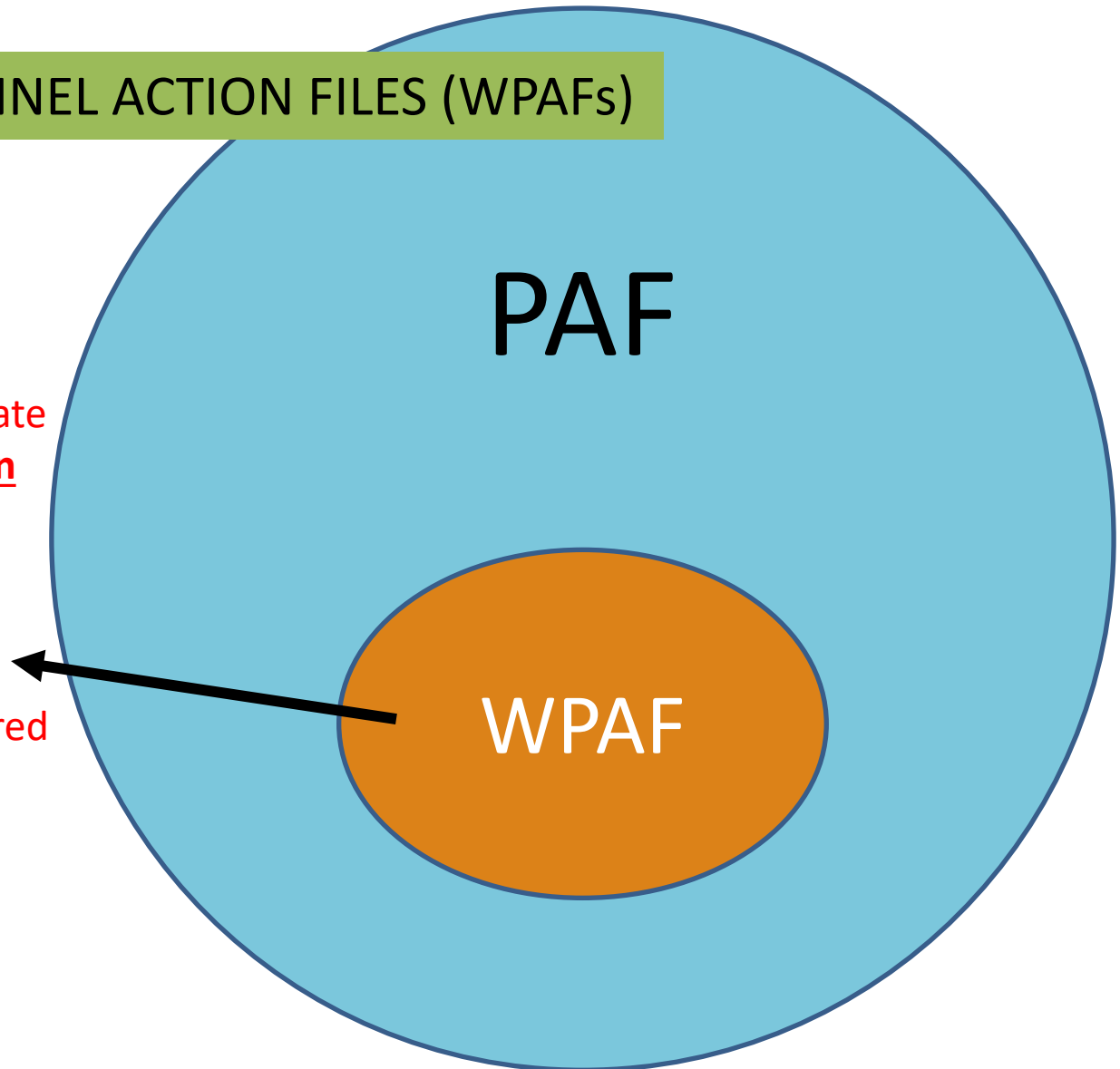
- Official personnel file for Unit 3 Faculty
- Contains information relevant to personnel recommendations and actions
- FAR holds TT/T & F/T Lecturers

PAF

- Maintained by FAR
- Historical record of candidate
- Past evaluations/ recommendations
- Other documents
- Custodian = Exec. Director
- Employee can examine at will
- Employee can rebut material
- Can be stored electronically

WORKING PERSONNEL ACTION FILES (WPAFs)

- Constructed by candidate
- **File used for evaluation**
 - Follows UPS requirements
 - DPS/DSLFF apply
 - Due by deadline
 - Confirmed/ declared complete by program head
- **For Full Reviews**, FAR adds all previous Full Review docs*

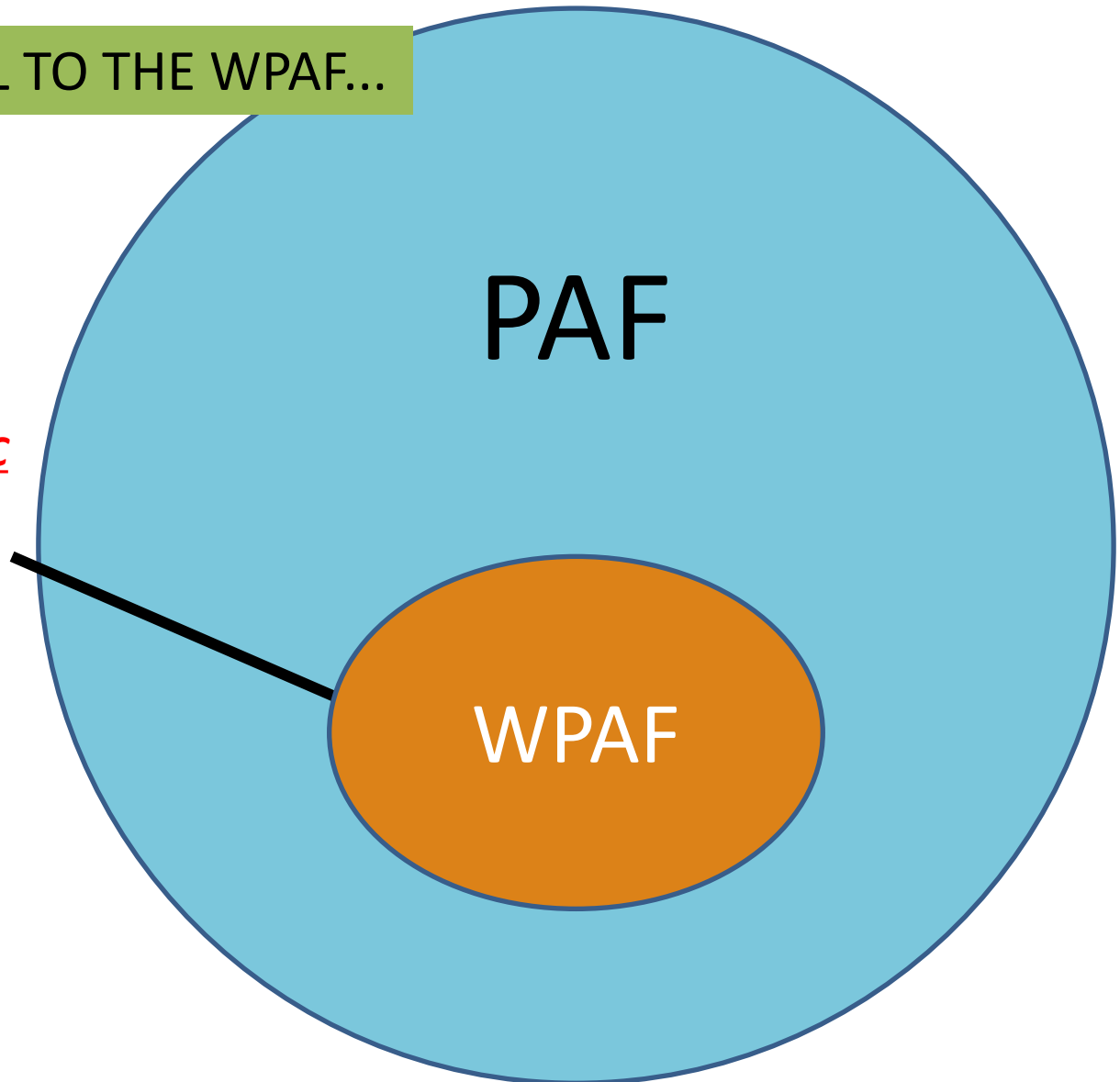


*evals, recs, responses, rebuttals, decisions

ADDING MATERIAL TO THE WPAF...

After review begins,

- Automatically incorporates results of evals & recs, rebuttals
- Newly available Info **approved by FPC/DPRC**
- Discovery of missing required info (SOQs, Grade Dist.)
 - i.e., materials not accessible to the employee
- Might trigger sending material to earlier levels of review



RTP Candidate Resources *(all forms are on the [FAR website](#))*

Special Years

- Prospectus Instructions
- Abbreviated Instructions
- Abbreviated Review Checklist
- Abbreviated Review Interfolio Template





SOQs/Grades

- Tutorial on Accessing SOQs/Graded Class Lists
- Accessing Graded Class List Tutorial
- SOQ Forms
- Instructional GPA by Department and Level of Instruction
- Choice to Exclude Spring 2020 SOQs & Grade Distribution Data

Portfolio Construction

- Required Volume of Documentation
- RTP Portfolio Checklist
- Portfolio Table of Contents
- Co-Authorship Disclosure Form
- Added Material Instructions

Interfolio

- How to Log In 
- How to Find Your Review Packets 
- Candidate Role in Evaluation Process 
- Full Review Interfolio Template
- Rebuttal Period Candidate Role 

RTP

- Departmental Personnel Standards
- RTP Timetables for Tenure-Track Faculty
- RTP Rebuttal Response Form
- RTP Candidate Guide

Post-Tenure Review

- PTR Candidate Guide
- Post-Tenure Review Timetable for Tenured Faculty
- PTR Interfolio Template
- PTR Rebuttal Form

Promotion

- Probationary Associate Profs: Form for ET/EP or Promotion to Full
- Early Tenure and/or Early Promotion Request Form
- Promotion Declaration Form

(Clickable) Counselor/Librarian Resources

| Counselors | Temporary | Librarians | Temporary |
|---|---|---|---|
| <u>UPS 210.002 (used as DPS)</u> | <u>CAPS WPAF Table of Contents</u> | <u>DPS</u> | <u>Librarian WPAF Table of Contents</u> |
| <u>CAPS Portfolio Checklist</u> | <u>Temporary Counselor WPAF Requirements Template</u> | <u>Librarian Portfolio Checklist</u> | <u>Temporary Librarian WPAF Requirements Template</u> |
| <u>CAPS Portfolio Table of Contents</u> | | <u>Librarian Portfolio Table of Contents</u> | |
| <u>Full Review Template for CAPS</u> | | <u>Full-Review Template for Librarians</u> | |
| <u>CAPS Abbreviated Portfolio Checklist</u> | | <u>Librarian Abbreviated Portfolio Checklist</u> | |
| <u>Abbreviated Review Template for CAPS</u> | | <u>Abbreviated Review Template for Librarians</u> | |

PROBATIONARY FACULTY REVIEWS

Overview of Probationary Period Evaluations – Cheat Sheet

1st-Year Faculty

Applies to ALL 1st-year faculty, even if service credit was granted.

Submit Prospectus – Feb. 28, 2024

Written Feedback – May 1, 2024

Prospectus contains a narrative on teaching, research, and service

Abbreviated Review

Typically* occurs during probationary years 3 and 5

Submit Interfolio packet – Oct. 2, 2023

Chair & DPC Evaluation – 10/10/23-11/7/23

Dean Evaluation – 11/7/23-2/2/24

Provost – 2/2/24-3/15/24

Full Performance Review

Typically* occurs during probationary years 2, 4, and 6

SECOND-YEAR

Applies to ALL 2nd-year faculty, even if service credit was granted.

Submit Interfolio packet – Sept. 18, 2023

Chair & DPC Evaluation – 9/22/23-10/23/23

Dean Evaluation – 11/2/23-11/21/23

Last day for added material – 12/4/23

FPC Eval (if nec.) – 12/1/23-12/18/23

VPSA Eval (if nec.) – 12/1/23-1/16/24

Provost Eval – 1/26/24-2/15/24

Submit Interfolio packet – Oct. 2, 2023

Chair & DPC Evaluation – 10/10/23-11/17/23

Dean Evaluation – 11/27/23-2/2/24

Last day for added material – 4/8/24

FPC Eval (if nec.) – 2/12/24-4/18/24

VPSA Eval (if nec.) – 2/12/24-5/1/24

Provost Eval – 5/11/24-5/31/24

Faculty get a 10-day rebuttal period after each recommendation

*For years 3 & 5, the applicable review type depends on the prior year's Provost decision.

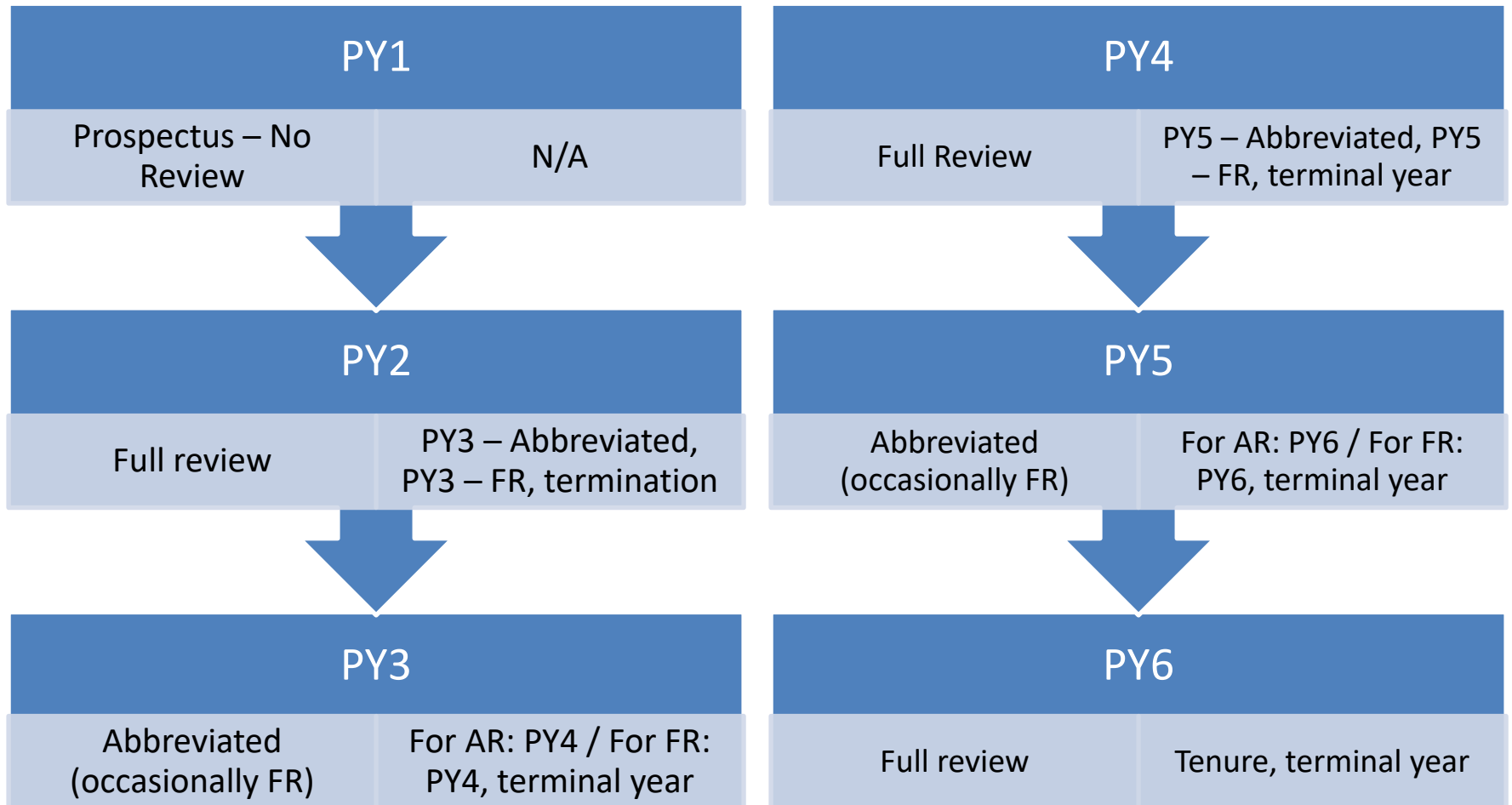
Early Tenure/Early Promotion

ET/EP request form due to FAR – 9/1/23

All other steps are the same as Full Performance Review, Years 3-6

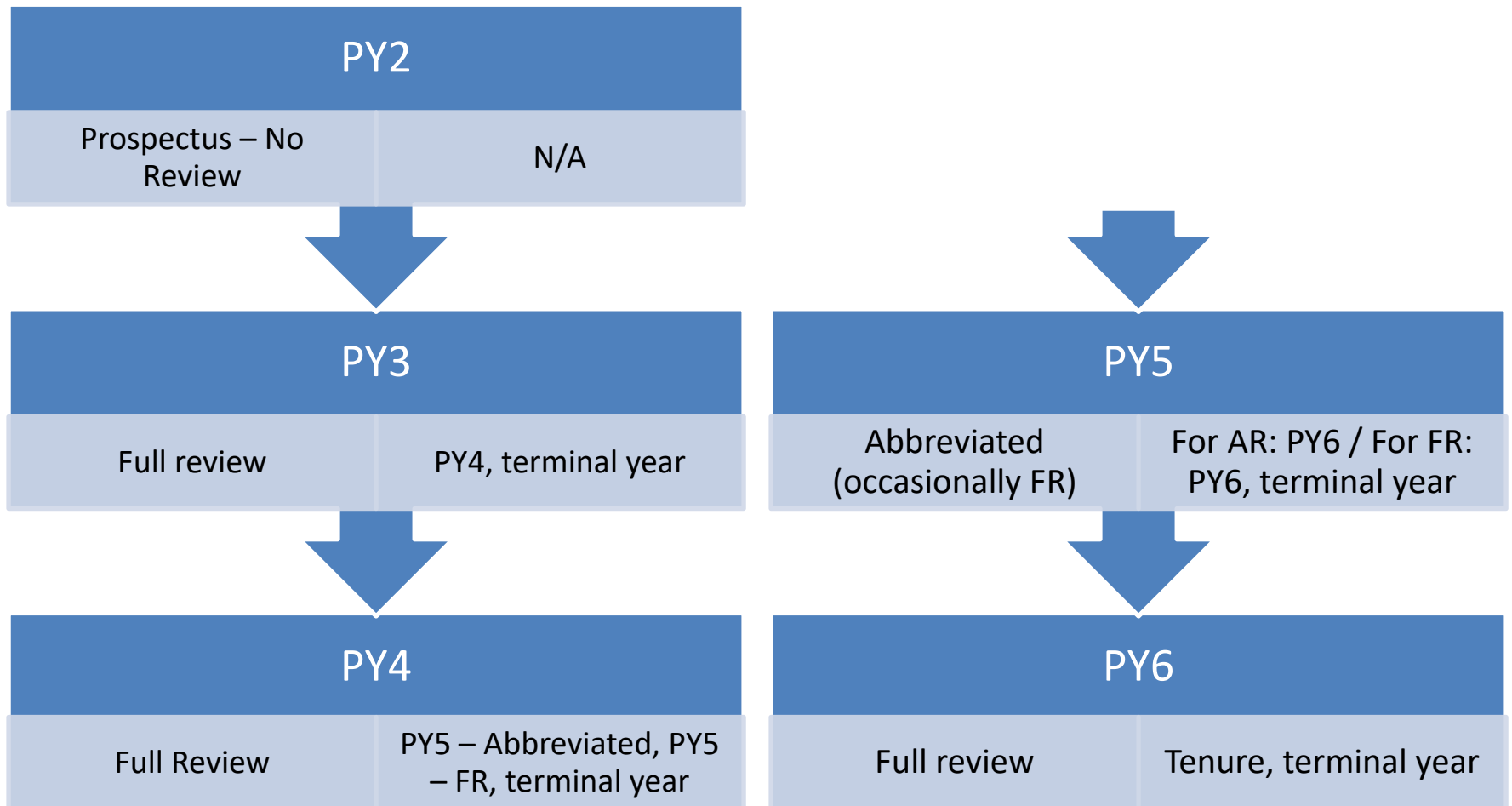
No Service Credit:

Review Types & Possible Outcomes



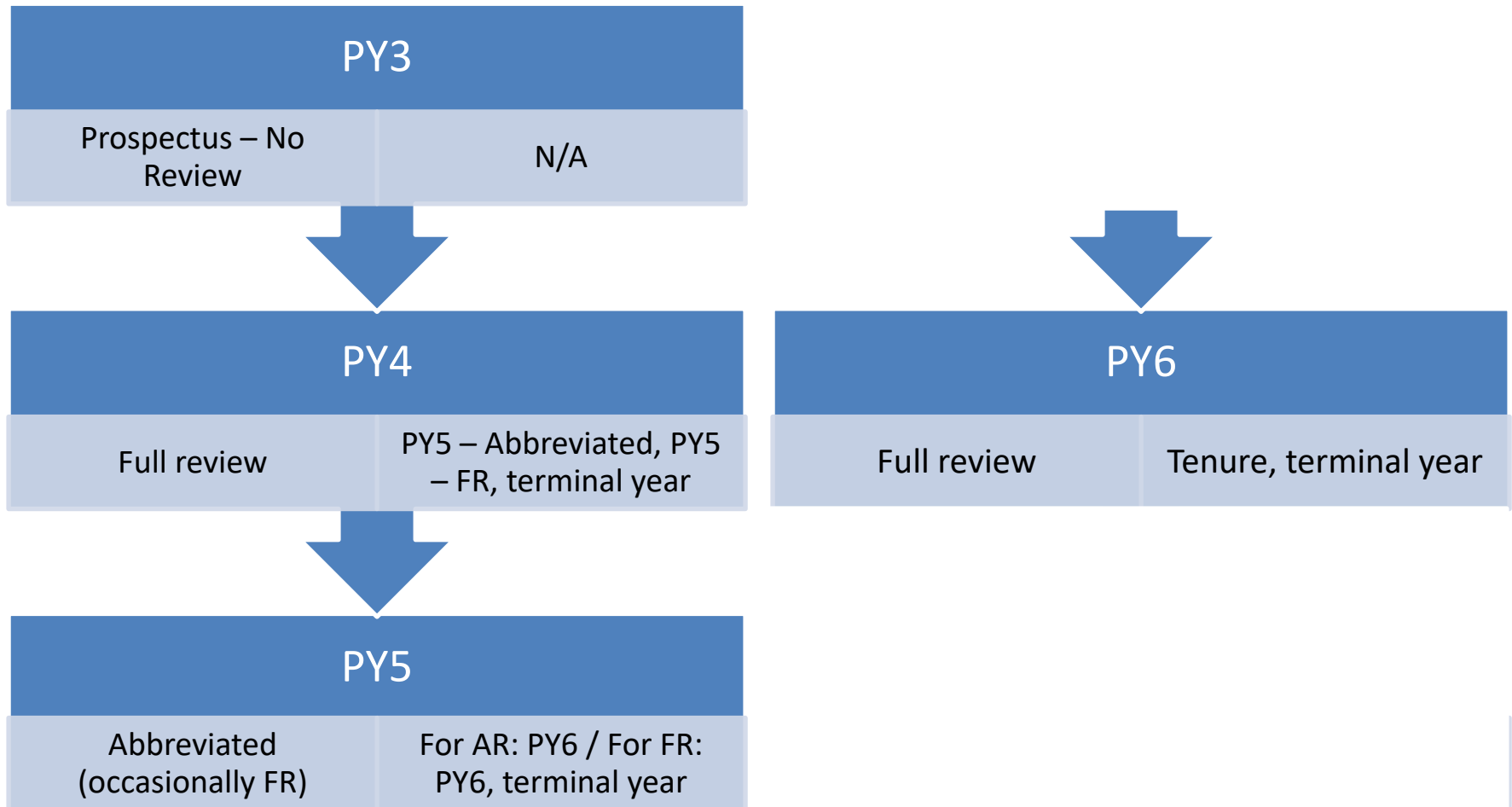
1 Year of Service Credit:

Review Types & Possible Outcomes



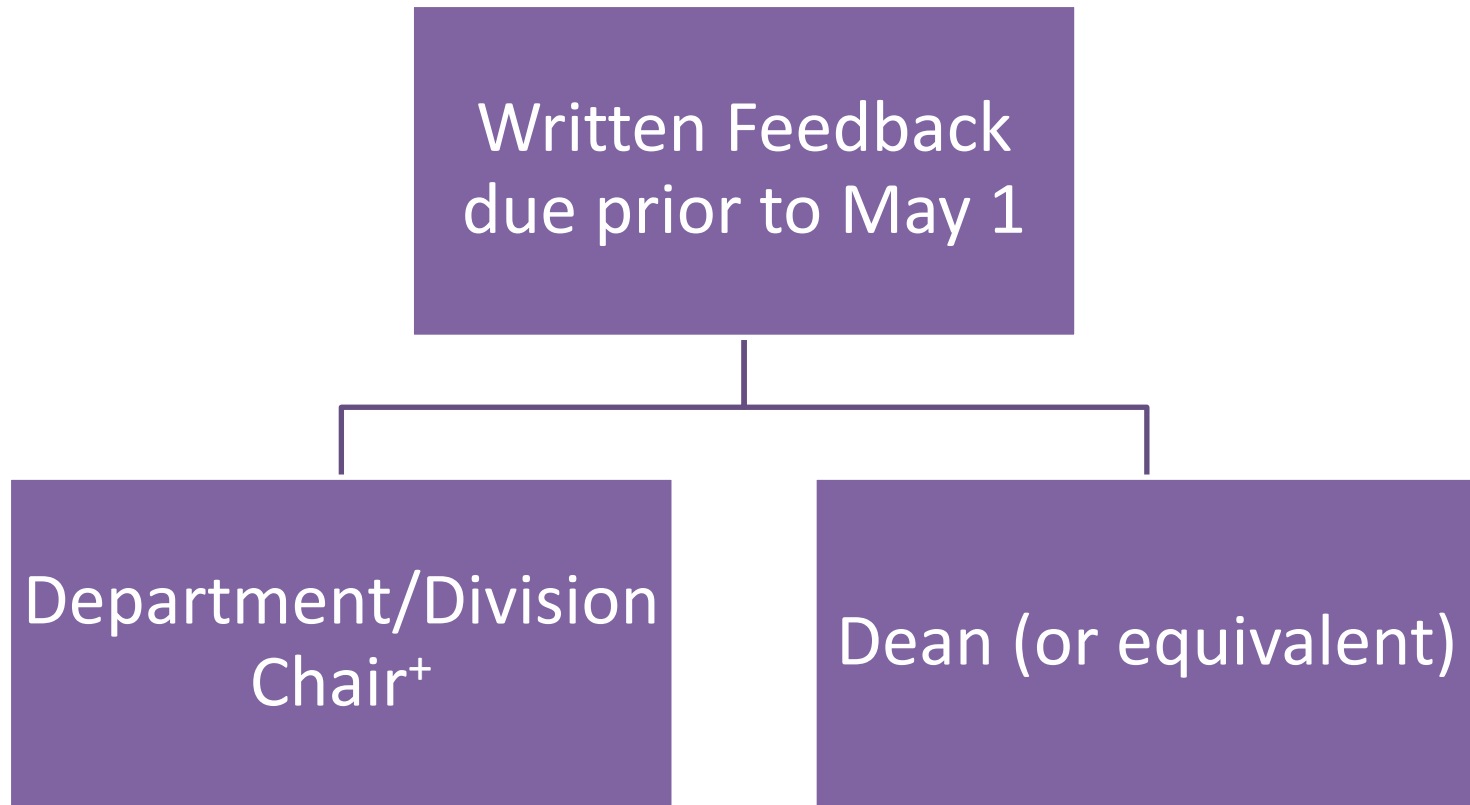
2 Years of Service Credit:

Review Types & Possible Outcomes



Levels of Review

PY1 – Prospectus*

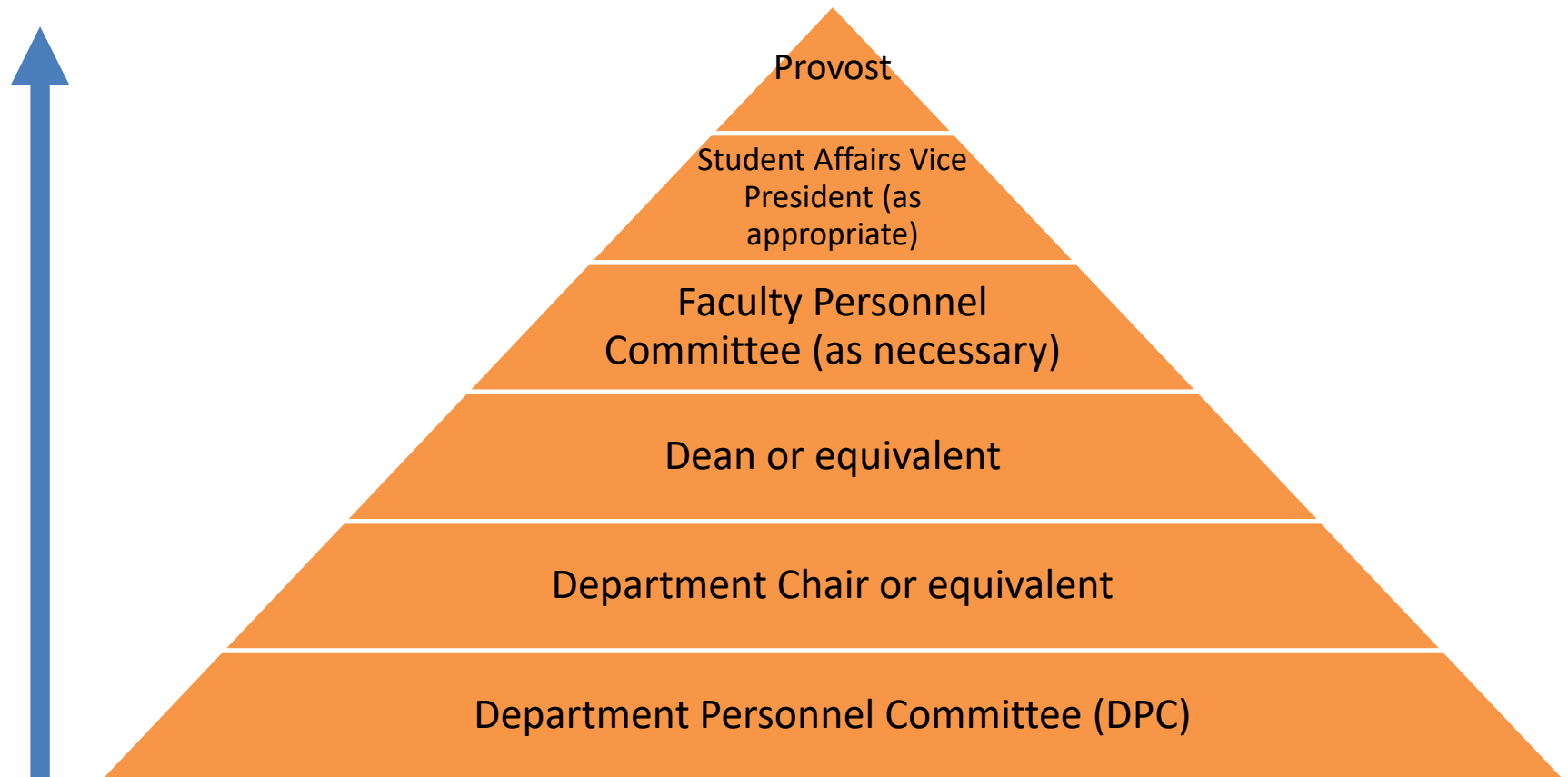


+if ineligible, then DPC member

*all probationary faculty in first year of employment

Levels of Review

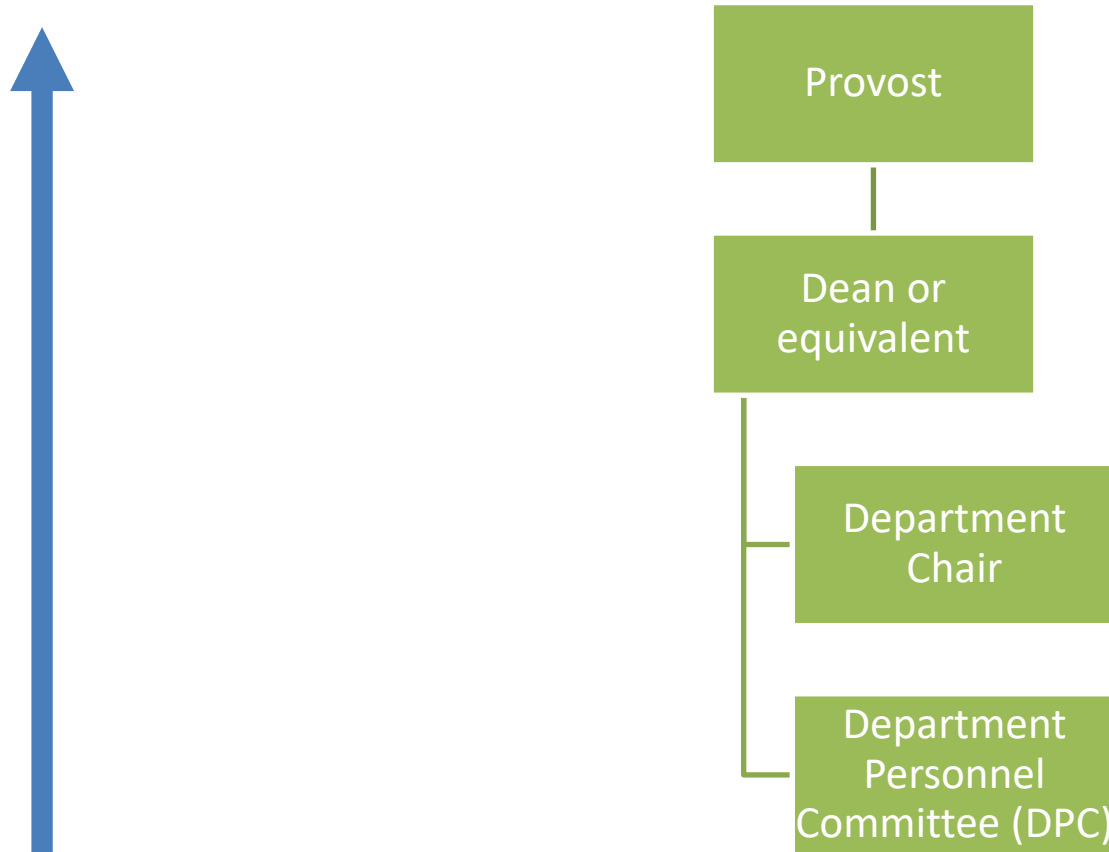
PY2 – Full Performance Review*



*all probationary faculty in second year of employment

Levels of Review

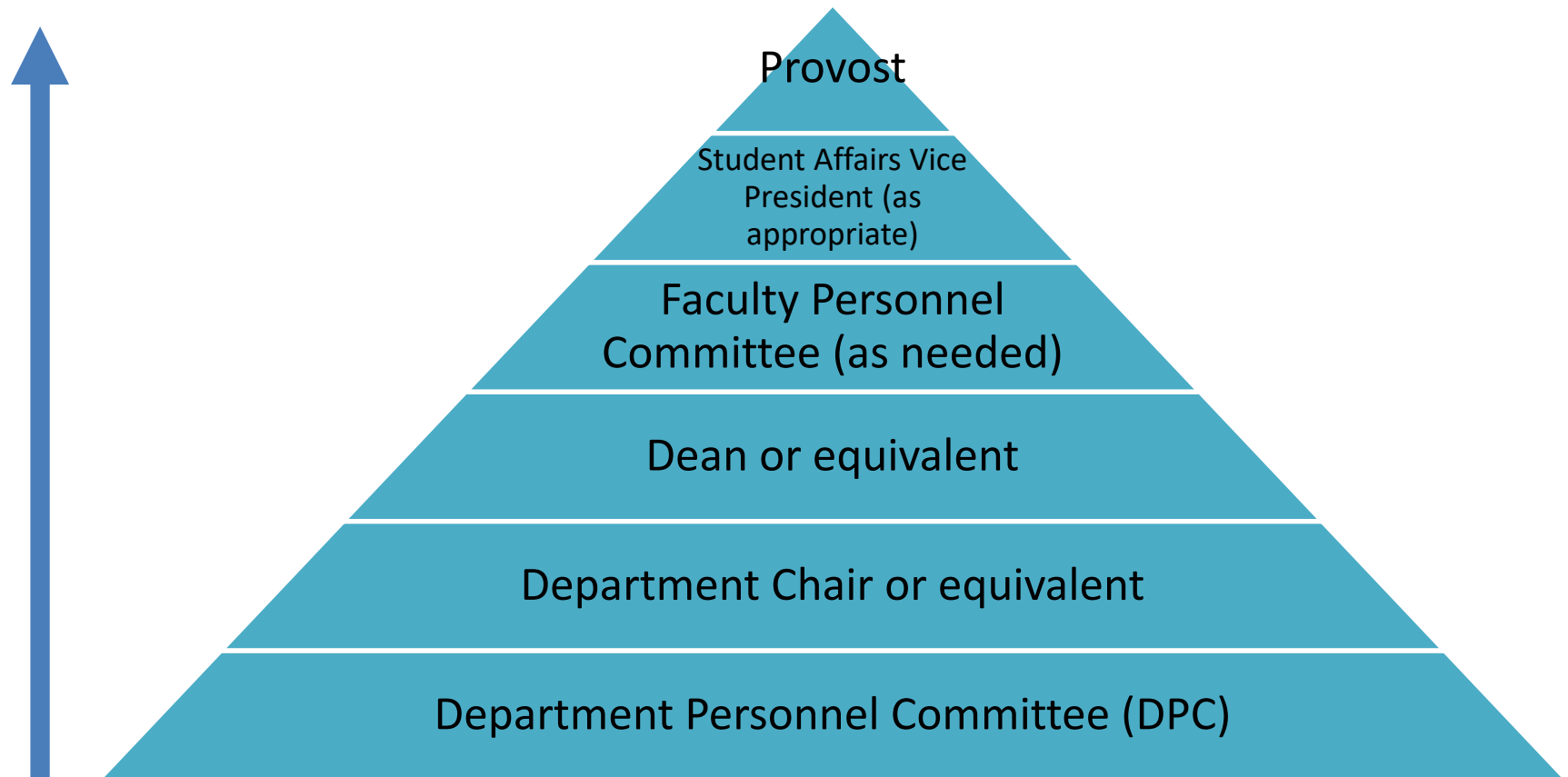
PY3 – Abbreviated Review*



*in some cases, PY3 may require full review

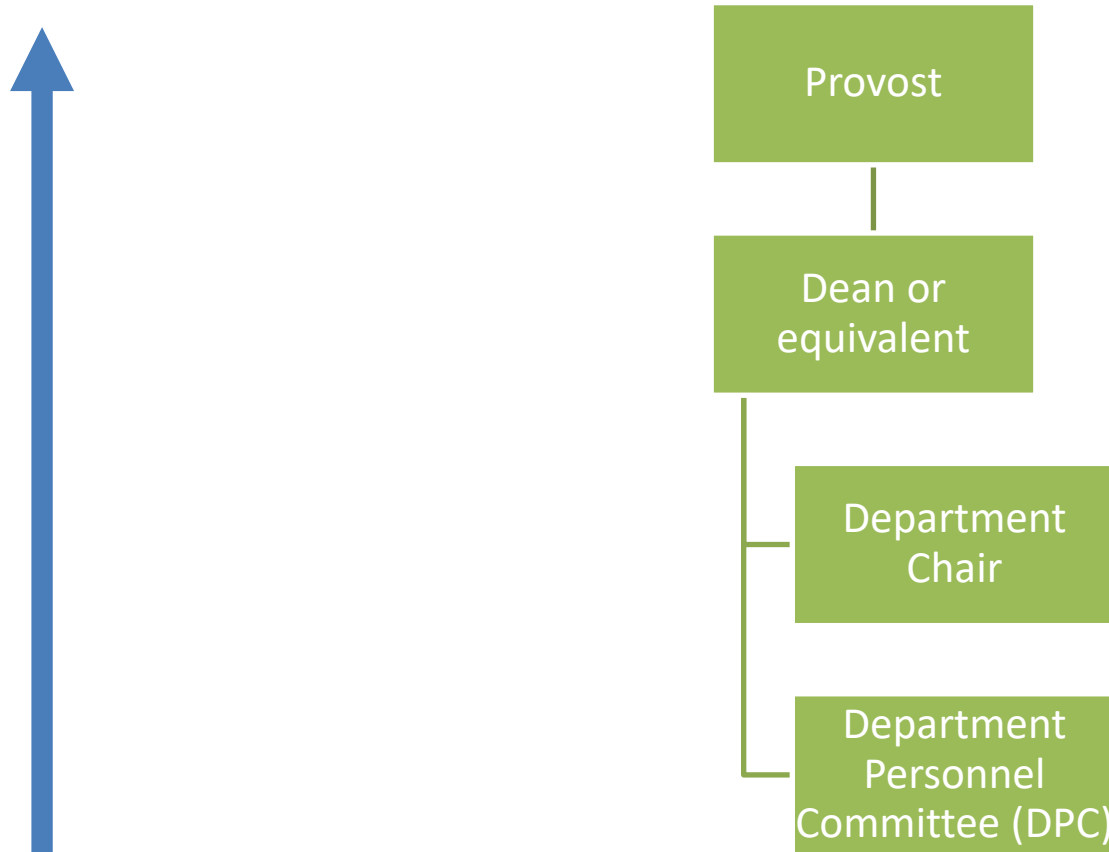
Levels of Review

PY4 – Full Performance Review



Levels of Review

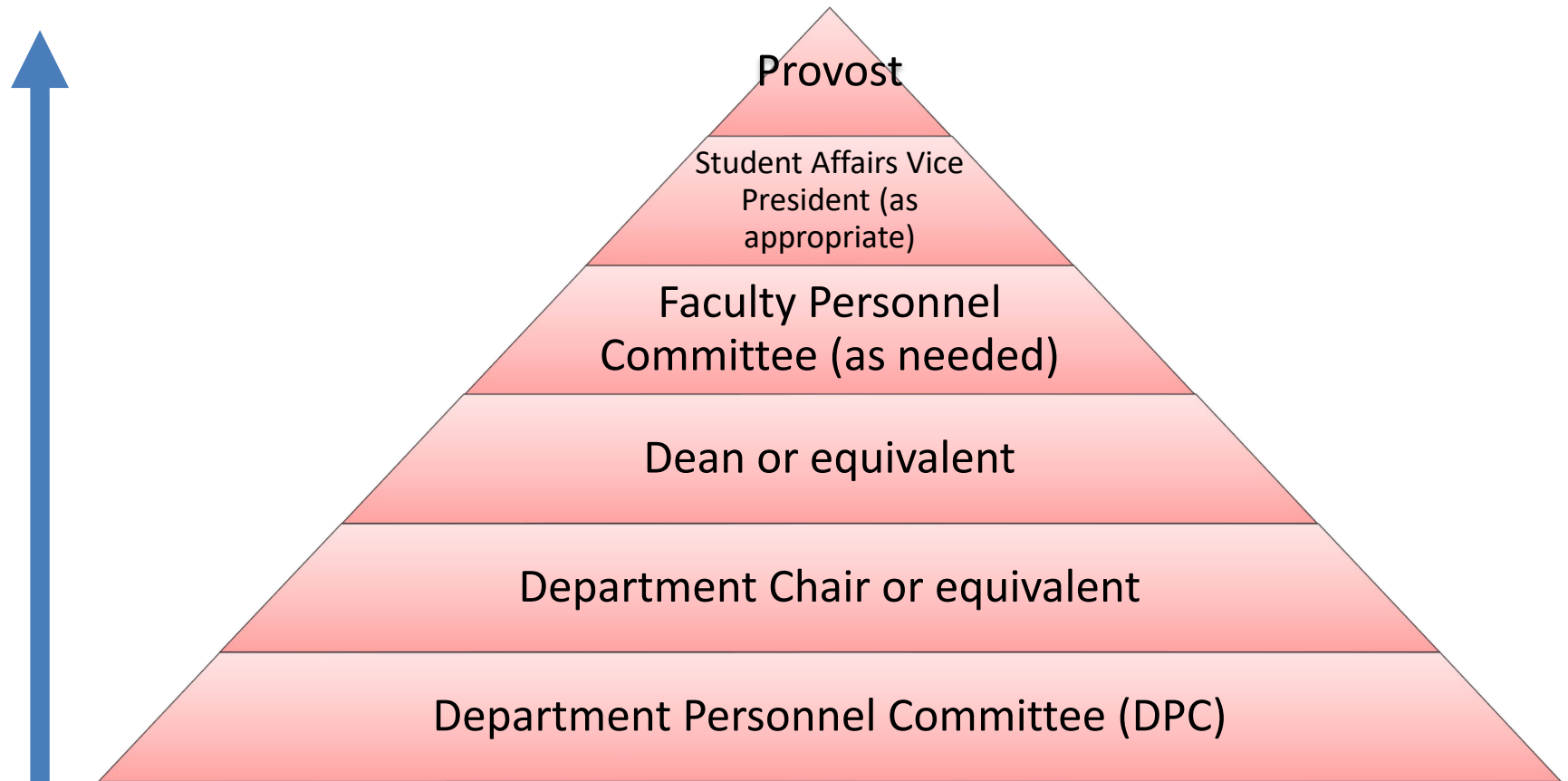
PY5 – Abbreviated Review*



*in some cases, PY5 may require full review

Levels of Review

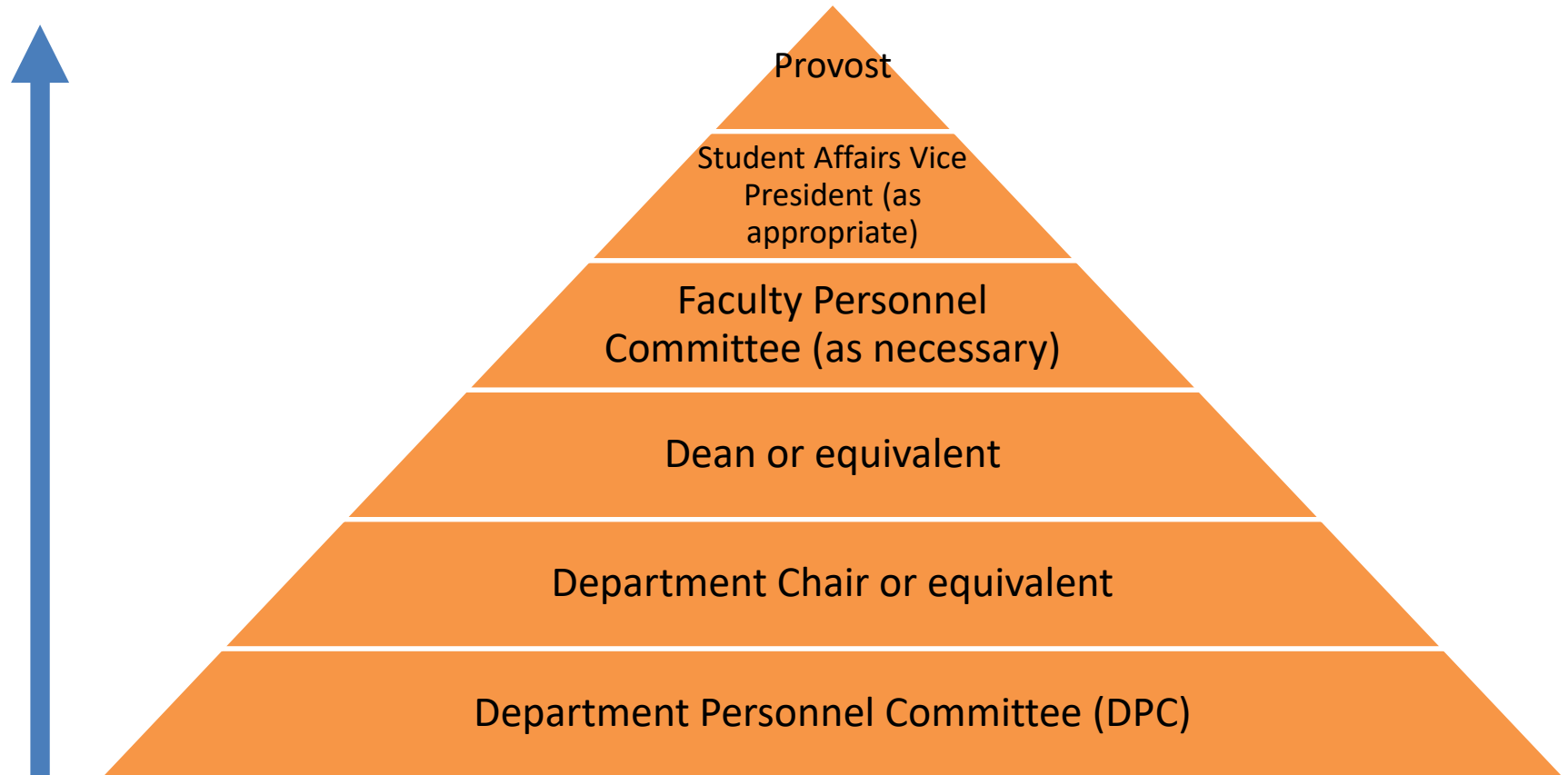
PY6 – Full Performance Review



TENURED FACULTY REVIEWS

Levels of Review

Promotion to Full Professor (or equivalent) –
Full Performance Review*



*applies to early and to regular promotion

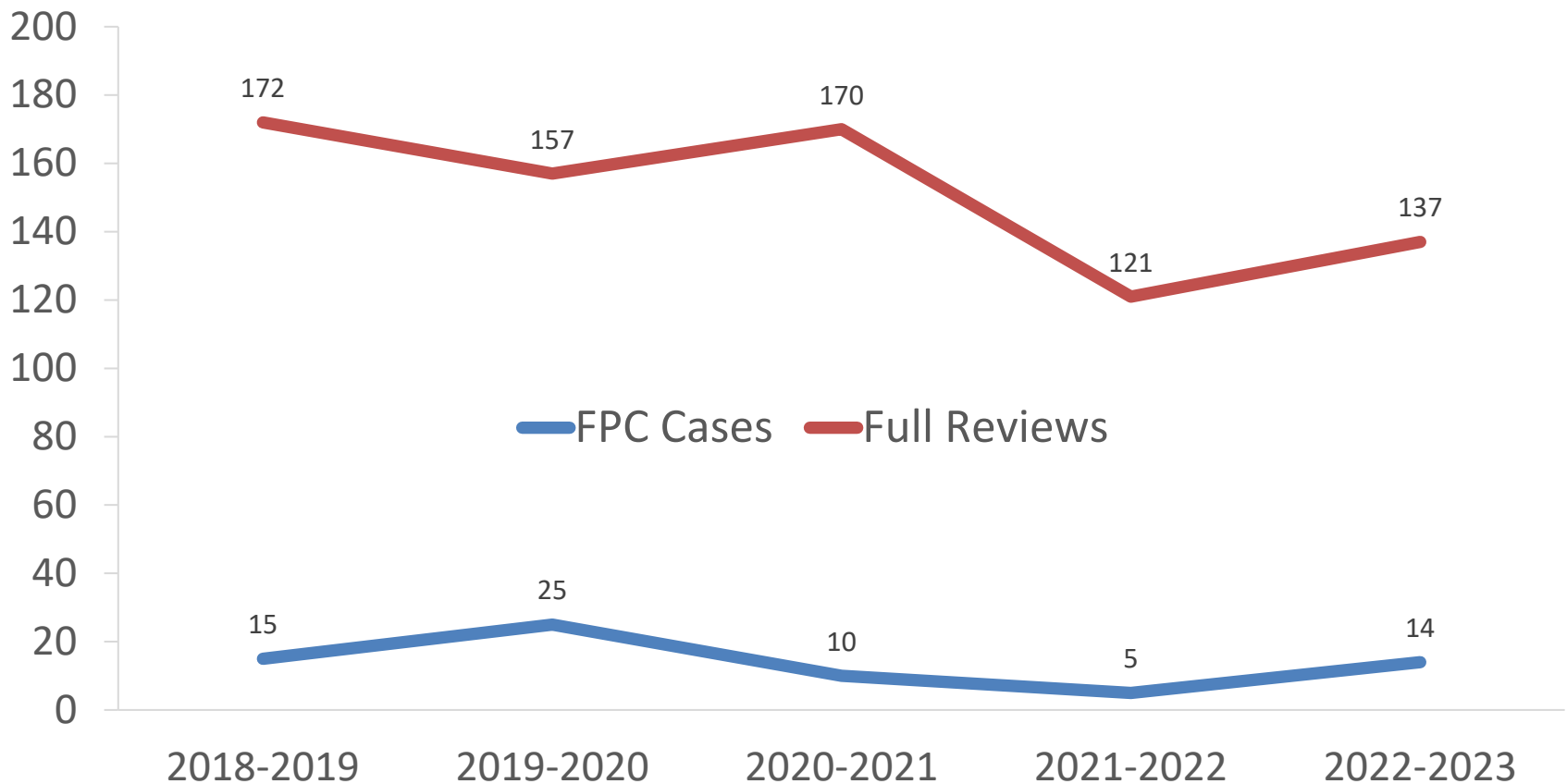
When Does FPC Get Involved?

- FPC makes an evaluation & recommendation when
 - One or more reviews are negative
 - The President/designee requests FPC eval and rec
 - There are no DPS
 - The faculty member or a review level request it
 - If President/designee considering negative decision and all earlier levels are positive
- FPC meets with President/designee
 - If requested
 - When President/designee considering an action contrary to majority vote of the FPC (including a tie vote)

FPC Structure

- General Committee of the Academic Senate
- Members = 10 tenured Full Professors
 - 1 from each college
 - 1 selected from Library
 - 2 from HSS
 - 1 from Humanities
 - 1 from Social Sciences
- Cannot serve on any other review level
- Staggered terms
- Elected by campus probationary, tenured, and active FERP faculty
- Current chair
 - Dr. Kristin Beals, Psychology (Social Sciences)

Total Full Reviews and Total FPC Cases by Academic Year



\bar{x} = 9.0% of cases

2023-2024 RTP Timetables:

Important Changes for Faculty Evaluation

- WPAF Organization WPAF labels and names and some sections have changed.
 - See section II.B.4 in UPS 210.000. Note that Interfolio cases now will use the new section organization, including letters (instead of numbers) and section labels.
 - There is an increase in the allowed words for the narratives. The old version of the policy allowed for only 1000 words per narrative; the new version allows for up to 1500 words per narrative.
 - The appendices have been eliminated with the newly reorganized WPAF. Documents that would have gone into appendices now have their own sections in the WPAF. See the list starts on page 10 of the new version of the policy.

2023-2024 RTP Timetables:

Important Changes for Faculty Evaluation

- Full-time, Non-instructional Assignments
 - Faculty members with full-time non-instructional assignments during a review period can submit a form to request non-review of teaching assignments during the non-instructional assignment (UPS 210.002, section III.A.2)
 - Use the online FAR form and place the form + attachments in section f. List of Classes Taught.
- Eligibility of Chairs to Review
 - Chairs with a spring leave ARE NOW eligible to serve as a reviewer.
 - This is a change from recent past practice due to changes in UPS 210.000.
- Administration of the First Rebuttal Period
 - The DPC now runs the first rebuttal period.
 - This is new, due to a change in UPS 210.000.

2023-2024 RTP Timetables:

Important Changes for Faculty Evaluation

- Digital Signatures in PDF Documents
 - Secure, digital signatures added to documents will not upload correctly into Interfolio portfolios.
 - Please convert the signed PDFs to JPEGs and upload the JPEGs.
 - If you need an accessible version, contact FAR (FAR@fullerton.edu).

2023-2024 RTP Timetables:

Important Changes for Faculty Evaluation

- Faculty Personnel Committee The conditions for FPC involvement have changed.
 - The new conditions under which the FPC gets involved are in the accompanying figure. (Note that the Provost is the President's designee for AY 2023-2024.)

When Does FPC Get Involved?

- FPC makes an evaluation & recommendation when
 - One or more reviews are negative
 - The President/designee requests FPC eval and rec
 - There are no DPS
 - The faculty member or a review level request it
 - If President/designee considering negative decision and all earlier levels are positive
- FPC meets with President/designee
 - If requested
 - When President/designee considering an action contrary to majority vote of the FPC (including a tie vote)

Tenure and Promotion Personnel Standards (UPS 210.002)

- “Faculty members belonging to traditionally underrepresented groups (such as women and faculty of color) may experience additional demands on their time over and above the usual demands made of all faculty members.”
- “Faculty members shall have the option to include their experiences of cultural taxation in their WPAF. Evaluators shall give this due consideration during the evaluation process.”
(emphasis added)

Tenure and Promotion Personnel Standards (UPS 210.002)

- Teaching Criteria
 - “The evaluation should also take into account evidence of cultural taxation.” (II.B.1.a)
- Scholarly and Creative Accomplishments Criteria
 - “The evaluations, at all levels, should take into account evidence of cultural taxation.” (II.B.2.a)
- Service Criteria
 - “The evaluation should take into account evidence of cultural taxation.” (II.B.3.a)
 - Emphasis added

(Clickable) Relevant Policies/Documents

| | CBA | UPS | Other |
|---------------------------------|--|---|---|
| Unit 3 Faculty Evals | Article 15 | | |
| RTP | | 210.000 210.002 | Departmental Personnel Standards |
| PTR | | 210.020 | |
| Lecturers | | 210.070 | DSL , if approved |
| DPS and DSLF | | 210.002 210.070 | |
| SOQs | Article 15 | 210.000 210.002 220.000 | SOQ forms |
| Sabbaticals & DIPLs | Article 27 Article 28 | 260.102 260.104 | |
| PAFs for F-T Faculty | Article 11 Article 18 | 210.000 | |
| Records Retention & Disposition | | | CSU's retention & disposition schedules |