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# Retention, Tenure, and Promotion

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# Overview of Faculty Affairs and Records

- Unit 3 Faculty Evaluations
  - 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
- COVID-19 Info <http://www.fullerton.edu/far/covid19/>

# RTP/PTR Guiding Documents and Policies

- Collective Bargaining Agreement ([Article 15](#))
- [UPS 210.000](#): Tenure and Promotion Personnel Procedures
- [UPS 210.002](#): Tenure and Promotion Personnel Standards
- [UPS 210.020](#): Periodic Evaluation of Tenured Faculty
- [Departmental Personnel Standards](#) (DPS)
  - Stick to the standards!
  - Department-approved revisions due to CPSRC by September 20
- 2023-2024 RTP, PTR, and Lecturer [Timetables](#)

# Principles

- Constructive process
- Confidentiality
- Security of digital Working Personnel Action File (WPAF)
- Review levels generate Recommendation Reports
  - RRs consist of case details, evaluation, recommendation
  - Microsoft Word templates linked in Interfolio
- Chair eligibility
  - Must have a higher rank than those being considered for promotion
  - Cannot be applying for promotion
  - Must be a tenured faculty member
  - Cannot be impacted by the [CSUF Nepotism & Conflict of Interest policy](#) or other policy
  - Cannot serve on the same case at a different level of review

# Types of RTP Reviews

- Performance Reviews (Full)
  - Retention of a probationary faculty unit employee in their 2nd and 4th years
  - Tenure and promotion to Associate Professor in 6th probationary year
  - Promotion to Professor (5th year in rank is normative)
- Periodic Evaluations (Abbreviated)
  - Probationary faculty submit Prospectus in first year
  - Probationary faculty unit employee in 3rd and 5th years
  - Tenured faculty (Post-Tenure Review)

# The Department Chair's Role in RTP

- Mentoring and communicating
- Overseeing the election of the Department Personnel Committee (DPC)
- Initiating and leading evaluation process
  - Enforcing deadlines
  - Declaring portfolios complete
  - Applying DPS document and rating categories
  - Tracking and consulting with DPC
  - Forwarding cases to Dean

# Mentor and Communicator Roles

- Informal advice to junior faculty
- Distribute DPS, UPS 210.000, and UPS 210.002 to faculty
- Support first-year faculty in preparation of Prospectus
- Request meeting in Spring with each faculty member eligible for a Fall evaluation to assure updating of portfolio
- Promotion Declaration Forms due Friday, September 1
  - [Early Tenure and/or Early Promotion](#)
  - [Tenured faculty in fifth year of service](#)
- Consult with DPC
  - Ensure all members are familiar with responsibilities
  - Enforce deadlines

# Chair Tasks in RTP Process of Full Performance Reviews

- Interfolio's Review, Promotion & Tenure
- Receive portfolio from candidate
  - Spreadsheet listing evaluation types from FAR
  - Faculty member uploads materials and submits Interfolio packet
  - [New Checklist Process](#)
  - FAR uploads previous full performance evaluations to packet
- Login to Interfolio, [read instructions on Case Details tab](#), and check case for all required documents
  - If anything is missing, unlock the relevant sections and request it from faculty member
  - Be mindful that the newest UPS 210.000 altered the required contents of the WPAF and changed the labeling
- Forward Interfolio case to Departmental Review stage ASAP (early if possible), use “send a message” feature



# Chair Tasks in RTP Process of Full Performance Reviews (continued)

- Write evaluation (independent of DPC) on [FAR form](#)
- Be available for consultation with DPC on policies and procedures as needed, but not deliberations
- Track DPC progress to ensure deadline met
- Confirm DPC evaluation and recommendation uploaded
- Upload Chair evaluation

# Chair Tasks in RTP Process of Full Performance Reviews (continued)

- 10-calendar-day rebuttal period commences upon distribution
- Candidate to upload Rebuttal/Meeting Form to declare choices
- Write recommendation ([FAR form](#)), upload, share with candidate (use Enable Response feature), and alert DPC
- Candidate to upload Rebuttal/Meeting Form to declare choices (alert DPC if needed)
  - Forward Interfolio case to Dean (Use “Send a Message” feature to alert Dean)
  - Always forward to Dean ASAP (early if possible)

# Chair Tasks in RTP Process of Abbreviated Periodic Reviews

- Receive review file
  - Faculty member uploads materials and submits Interfolio packet
  - [New Checklist Process](#)
- Login to Interfolio to check file for all required documents
  - If anything is missing, unlock the relevant sections and request it from faculty member
- Forward Interfolio case to Departmental Review stage
  - Use “Send a Message” feature to alert next stage

# Chair Tasks in RTP Process of Abbreviated Periodic Reviews (continued)

- Prepare written statement ([on FAR form](#)) that file has been reviewed and discuss progress toward tenure
- Upload written statement to Interfolio (DO NOT share with faculty member)
- Confirm that DPC's written statement has been uploaded (DO NOT share with faculty member)
- Forward Interfolio case to Dean
  - Use “Send a Message” feature to alert next stage
- FAR will deliver copies of written statements to candidates along with the Provost's letter on March 15

# Election of the Department Personnel Committee

- Each department is required to elect a DPC and alternate(s) by Friday, September 8
- Chair must transmit results to FAR, their Dean, and the FPC Chair ASAP (within 5 days)
- Committee members (minimum of 3):
  - must be tenured
  - must have a higher rank than those being considered for promotion
  - cannot be under consideration for promotion
  - cannot be on any type of leave
  - may be FERP participants only if the Provost approves the department's request for a FERPer teaching in both Fall and Spring to run for election

# Election of the Department Personnel Committee (continued)

- Election must be by secret ballot
- All eligible tenured faculty members must appear on the ballot
- If department lacks three tenured faculty other than the Chair, draw from related disciplines (including Chairs)
- Alternate(s) must also be elected (in most cases would be fourth person on the slate with the fewest votes)
  - Check Departmental Personnel Standards for exceptions on alternates

# Probationary Faculty Prospectus in First Year

- Faculty submit Prospectus by February 28, 2024
- Chair and Dean each provide written feedback by April 30, 2024 according to timeline established by College

# Post-Tenure Reviews

- Tenured faculty subject to periodic evaluation every five years (promotion consideration resets clock)
- October 2 Interfolio submission deadline
- Two levels of review
  - The post-tenure review committee (PTRC) will be the Department Chair and at least one member of the DPC
  - Dean
- PTRC produces brief written statements ([on FAR form](#)) on strengths and weaknesses, uploads to Interfolio, and forwards case to Dean
- Rebuttal period begins after meeting or after Dean distributes both written statements



# Faculty Affairs and Records

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