



CALIFORNIA STATE UNIVERSITY
FULLERTON[™]

FAR Overview and Fall Update

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A stylized logo for Faculty Affairs and Records (FAR). The letters 'F' and 'R' are in a dark blue, bold, sans-serif font. The letter 'A' is in a bright orange color and is positioned between the 'F' and 'R', overlapping them.

FACULTY AFFAIRS AND RECORDS

August 12, 2020 All Chair Retreat

Overview of Faculty Affairs and Records

- Unit 3 Faculty Evaluations (no appointments nor salary)
 - Tenure-Track (RTP and PTR)
 - Lecturers (Annual, Comprehensive, Year 3 of 3, and Range Elevation Applications)
 - **NEW: All evaluations will be fully digital in Interfolio, no exceptions**
- Departmental Personnel Standards and Department Standards for Lecturer Faculty
 - **Please contact Ed if your department is working on these**
- Student Opinion Questionnaires
 - **All Fall 2020 SOQs will be administered digitally with the window from Mon, Nov. 30 – Fri, Dec. 11**

Overview of FAR (cont'd)

- Sabbatical and Difference-In-Pay Leaves
 - New version of [UPS 260.102](#)
- Personnel Action Files for all Full-Time Faculty
 - **Dean's offices hold those for part-time faculty**
- Records Retention and Disposition
 - **FAR will resume pickups once campus reopens**

COVID-19 Updates

- COVID-19 Info <http://www.fullerton.edu/far/covid19/>
- Spring 2020 Lecturer Evaluations
 - Evaluations with hardcopy (paper) WPAFs that were completed by the Department Peer Review Committee will be continued into Fall 2020. Chair evaluations will be due 9/21/2020 and Deans on 10/30/2020. Note that this continuation does not impact any required 2020-2021 evaluation.
 - Evaluations with hardcopy (paper) WPAFs that were NOT completed by the DPRC will undergo evaluation in Spring 2021 (an updated Interfolio WPAF with an expanded review period shall be submitted)

COVID-19 Updates (cont'd)

- Probationary Period Extension Opportunity
 - Given the Spring 2020 disruption, continuing probationary faculty may request one extension of their probationary period by the first day of the Academic Year of 2020-2021, 2021-2022, or 2022-2023. [Form available at FAR site.](#)
- Choice to Exclude Spring 2020 SOQs and/or Grades
 - All faculty are provided with the option to exclude SOQs and/or Grade Distribution Data from any courses taught in Spring 2020 from their WPAFs of future evaluations. Candidates are simply to [submit the following form](#) in lieu of the SOQs and/or grades in their portfolios.

Evaluation Documents and Policies

- Collective Bargaining Agreement ([Article 15](#))
- [UPS 210.000](#)
- [UPS 210.002](#)
- [UPS 210.020](#)
- [UPS 210.070](#)
- [UPS 210.080](#)
- [UPS 220.000](#)
- [Departmental Personnel Standards](#) (DPS)
- 2020-2021 Timetables
 - [RTP](#); [PTR](#); [Lecturer](#)

Fall 2020 Important Dates

Monday, August 17 AY/Semester begins; FAR notification memo sent by email

Monday, August 17 Deadline for continuing probationary faculty members to submit request for 2020-2021 COVID-19 Probationary Period Extension

Friday, September 4 Early tenure/promotion request forms due from probationary faculty

Friday, September 4 Promotion declaration forms due from tenured Associate Professors

Friday, September 11 Department Personnel Committee elections shall be completed

Tuesday, September 15 WPAF submission deadline for second-year probationary faculty

Monday, September 21 Submission deadline for department-approved revisions to Departmental Personnel Standards documents to College Personnel Standards Review Committees

Monday, September 21 Chair evaluations of Spring 2020 part-time lecturers due

Thursday, October 1 Submission deadline for probationary faculty years 3-6, tenured faculty promotion requests, post-tenure reviews, and part-time lecturers requiring evaluation in Fall

Thursday, October 15 Submission deadline for sabbatical and DIP leave applications

Mon, Nov 30 - Fri, Dec 11 Fall 2020 SOQ web survey administration

Fall 2020 Workshop Dates (<http://www.fullerton.edu/far/calendar/>)

Wednesday, September 2, 10am to 11:30am Lecturer Candidate Workshop

Thursday, September 3, 2:30pm to 4pm Lecturer Candidate Workshop

Tuesday, September 8, 10am to 11:30am RTP Candidate Workshop

Wednesday, September 9, 2:30pm to 4pm RTP Candidate Workshop

Monday, September 14, 1pm to 2:30pm Sabbatical Applicant Workshop

Tuesday, September 15, 10am to 11:30am Sabbatical Applicant Workshop

Wednesday, September 16, 10am to 11:30am RTP Reviewer Workshop

Thursday, September 17, 2:30pm to 4pm RTP Reviewer Workshop

Evaluation Process Details

- RTP Evaluation Principles
- Chair's Role in RTP
- Types of RTP Evaluations
 - Chair Tasks in Full Performance Reviews
 - Chair Tasks in Abbreviated Periodic Reviews
 - Prospectus
 - Post-Tenure Reviews
- Fall 2020 Lecturer Evaluations

RTP Evaluation Principles

- Constructive process
- Confidentiality
- Security of digital Working Personnel Action File (WPAF)
- Evaluations and recommendations are separate documents
 - Microsoft Word templates provided by FAR
- Chair ineligibility
 - Must have a higher rank than those being considered for promotion
 - Cannot be applying for promotion
 - Cannot be on sabbatical at any time during the 2020-2021 AY

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
- Consult with DPC
 - Ensure all members are familiar with responsibilities
 - Enforce deadlines

Election of the Department Personnel Committee

- Each department is required to elect a DPC and alternate(s) by Friday, September 11
- Chair must transmit results to FPC Chair, FAR, and their Dean 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 DPC (cont'd)

- 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

Types of RTP Evaluations

- Performance Reviews (Full)
 - Retention of a probationary faculty unit employee in their 2nd and 4th years
 - Provost-required retention in 3rd or 5th year
 - 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)

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
 - Faculty member emails checklist to Department Chair
 - FAR uploads previous full performance evaluations to packet
- Login to Interfolio to check file for all required documents
 - If anything is missing, unlock the relevant sections and request it from faculty member
- Declare portfolio complete by signing and uploading checklist
- 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 (cont'd)

- Write evaluation (independent of DPC)
- 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
- Share Chair evaluation, DPC evaluation, and DPC recommendation with candidate (use Enable Response feature)
- Share Chair evaluation with DPC and FAR

Chair Tasks in RTP Process of Full Performance Reviews (cont'd)

- 10-calendar-day rebuttal period commences upon distribution
- Candidate to upload rebuttal form #1
- Write recommendation, upload, and share with candidate (use Enable Response feature) and DPC
- Candidate to upload rebuttal form #2
 - 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

- Interfolio's Review, Promotion & Tenure
- Receive review file
 - Faculty member uploads materials and submits Interfolio packet
 - Faculty member emails checklist to Department Chair
- Login to Interfolio to check file for all required documents
 - If anything is missing, unlock the relevant sections and request it from faculty member
- Declare portfolio complete by signing and uploading checklist
- 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 (cont'd)

- Prepare written statement that file has been reviewed and discuss progress toward tenure
- Upload written statement to Interfolio
- Confirm that DPC's written statement has been uploaded
- Forward Interfolio case to Dean
 - Use “Send a Message” feature to alert next stage
- FAR will deliver copies of written statements to candidates with the Provost's letter on March 15

Probationary Faculty Prospectus in First Year

- Faculty submit Prospectus by March 1, 2021
- Chair and Dean each provide written feedback by April 30, 2021 according to timeline established by College

Post-Tenure Reviews

- New version of UPS 210.020 last year
- Tenured faculty subject to periodic evaluation every five years (promotion consideration resets clock)
- October 1 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 strengths and weaknesses, uploads to Interfolio, and forwards case to Dean
- Rebuttal period begins after meeting(s) or after Dean distributes both written statements if no meeting

Fall 2020 Lecturer Evaluations

- [Frequency and Period of Reviews Table](#)
- Some part-time lecturers must be evaluated in Fall
 - When the second semester of employment for a lecturer acquiring new service eligibility is in the Fall semester
 - When a lecturer only teaches in Fall semesters
 - When it is known that the lecturer will not be teaching in Spring 2021 (when they normally would)
 - When a Spring evaluation is missed (in negotiation with Dean and FAR)
 - When a Chair and/or Dean requests an early evaluation

Fall 2020 Lecturer Evaluations (cont'd)

- Types of Lecturer Evaluations
 - Annual Periodic (for those not yet eligible for an entitlement)
 - Three-Year Periodic (for those currently in 3-year contract)
 - Comprehensive Six-Year (for those with six consecutive years of service)
 - Range Elevation (occurs in Spring for those eligible and electing to apply)

Fall 2020 Lecturer Evaluations (cont'd)

- Note that the review steps are different
 - Candidate submits Interfolio packet and checklist to Chair
 - Chair declares WPAF complete, sends to Department Peer Review Committee (DPRC), and loses access to Interfolio case
 - DPRC writes evaluation, distributes to candidate, and runs rebuttal period
 - DPRC forwards Interfolio case to Chair after rebuttal period ends
 - Chair writes evaluation, distributes to candidate, and runs rebuttal period
 - Chair forwards Interfolio case to Dean after rebuttal period ends (if necessary)



FACULTY AFFAIRS AND RECORDS

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