Evaluation Reviewers Workshop

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Agenda

• Digital Evaluation Processes
• RTP
  – Governing Policies
  – Process Background information
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• Lecturer
  – Governing Policies
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• PTR
  – Governing Policies
  – Process Background information
  – Universal Responsibilities for Reviewers
  – FAR Online Resources
• Interfolio for Reviewers
Digital Evaluation Processes

• All evaluations, RTP, PTR, and Lecturer, will be conducted through Interfolio’s Retention, Promotion, and Tenure platform ("Interfolio" for short)
  – The FAR office will no longer be creating binders for Evaluations
  – Paper evaluations/rebuttals will no longer be accepted
• All assessment statements composed by review committees will uploaded to the Interfolio platform as “required documents” during each workflow step
  – These requirements must be fulfilled properly for the Interfolio Case to move along its workflow trajectory
• All rebuttal periods, will be conducted through the Interfolio platform
• Each review committee will have their own set of instructions in each assigned Interfolio case within the RTP Evaluation cycle, please read these for details on deadlines and resources.

• The Retention, Tenure, and Promotion evaluation cycle is governed by:
  – **UPS 210.000**
    • This policy also establishes the criteria for who is eligible to participate as an evaluator in this process
      – Eligibility Criteria
        » All evaluators must be tenured
        » In cases of Promotion to Professor Evaluations, ALL evaluators must have been awarded the Rank of “Professor” already
        » Cannot be on leave during any part of the academic year
        » Cannot be undergoing an RTP evaluation during the current cycle
        » Cannot have any conflict of interest (i.e. Nepotism)
        » For FERP faculty who are teaching in both semesters of the academic year, permission must be requested from the Provost to serve as a DPC member (Contact FAR for details)

  – **UPS 210.002**
  – **Approved Departmental Personnel Standards (DPS)**
There are two types of reviews that occur during the RTP evaluation cycle:

- **Full Performance Reviews**
  - The normative tenure-track journey is 6 years long and full performance reviews typically occur in Probationary years, 2, 4, & 6
  - A full performance review can occur in Probationary Years 3 or 5 if:
    - It was mandated by the Provost in the final decision letter issued in the previous academic year
    - The faculty member decides to go up for Early Tenure and/or Early Promotion
    - The faculty member was hired with service credit
  - These reviews are cumulative and should include all pertinent evidence from the faculty member’s date of hire through the current submission deadline
  - A full performance review also occurs when a faculty member decides to go up for Early Promotion or Promotion to Full Professor
    - This review is also considered cumulative, however the period of review is from the day after the faculty member submitted his or her RTP portfolio for tenure through the current submission deadline

- **Abbreviated Reviews**
  - Abbreviated reviews only occur during the tenure-track journey and typically occur in probationary years 3 & 5
  - The period of review for these evaluations is from the day after the last full-performance review RTP portfolio was submitted through the current submission deadline
  - These reviews only contain a CV, SOQ Data and Grade Distributions
  - These types of reviews can only result in the faculty member being retained for another probationary year to continue on the tenure-track process
There are three timetables that govern the RTP Workflow (due dates for review steps are listed in each Interfolio case in the instructions)

- **Timetable #1**
  - Applies to faculty who are undergoing their first ever Full Performance Review since their hire at CSUF
  - Submission due date: 9/15/2022
  - Final Decision distributed: 2/15/2023

- **Timetable #2**
  - Applies to all other Full Performance RTP reviews, including Promotion to Full Professor
  - Submission due date: 10/3/2022
  - Final Decision distributed (Tenure-track): 6/1/2023
  - Final Decision distributed (Tenured, applying for Promotion): 6/15/2023

- **Timetable #3**
  - Only applies to tenure-tack faculty undergoing an abbreviated review
  - Submission due date: 10/3/2022
  - Final Decision distributed: 3/15/2023
RTP Portfolio Workflow – Full Performance Review

- Faculty Submission
  - Faculty Member under review
  - Department Chair
- Department Chair Declares Complete
- Departmental Review
  - Department Chair
  - DPC
- Dean Review
  - College Dean
- FPC Review (If needed)
  - FPC Committee
- Provost Final Decision
  - Provost
RTP Portfolio Workflow – Abbreviated Review

1. Faculty Member under review
2. Department Chair
3. Department Chair
4. College Dean
5. Provost/FAR

- Faculty Submission
- Department Chair Declares Complete
- Departmental Review
- Dean Review
- Final Decision/Closeout
Universal Responsibilities for RTP Reviewers

- The primary purpose of an RTP reviewer is to assess how well the evidence submitted by the faculty member meets the criteria for retention, tenure, or promotion as outlined in the approved DPS document for a given department.
- Confidentiality is paramount:
  - Security of the Working Personnel Action File (WPAF/ RTP Portfolio) is the responsibility of each RTP Review committee when it is at their review stage.
  - Notes from the current cycle will always have to be destroyed at the end of the cycle.
- Each RTP Review committee must produce a written evaluation statement and recommendation about a faculty member’s:
  - Retention (to continue on the tenure-track journey).
  - Progress towards tenure and/or promotion (abbreviated reviews).
  - The awarding of tenure.
  - Promotion to full professor.
    - Evaluations and recommendation statements are SEPARATE documents for Department Chairs and DPCs.
- Run the rebuttal periods when required.
- All RTP Committees must remain on schedule:
  - All required duties for each review step MUST be completed by the deadline published in the annual evaluation timeline.
    - See the “review step introduction” article available in your review step chapter in RTP Reviewers Guide or the instructions provided on the “Case Details” of each assigned Interfolio case, for details.
  - When Review Levels don’t adhere to that timeline, the amount of time the Provost has to give a final decision on each case for the entire University is reduced.
FAR’s Online Resources - RTP

- FAR office homepage - http://www.fullerton.edu/far/
- Templates Provided by FAR office
  - Department Chairs/DPCs
    - RTP Evaluation form – Full performance reviews
    - RTP Recommendation form – Full Performance reviews
    - Abbreviated Review RTP Form
  - Deans
    - Dean RTP Form
    - Abbreviated Review RTP Form
- Interfolio Tutorials
  - Department Chairs
    - Declare Complete
    - Departmental Review
  - DPC
  - Deans
- Annual FAR Timetables for Evaluations
- FAR Webpages
  - RTP Reviewer Page
  - Tenure-Track Faculty (Probationary)
  - Tenured Faculty (Promotion)
Each review committee will have their own set of instructions in each assigned Interfolio case within the PTR Evaluation cycle, please read these for details on deadlines and resources.

The Post Tenure Review (PTR) evaluation cycle is governed by:

- UPS 210.020
  - This policy also establishes the criteria for who is eligible to participate as an evaluator in this process
    - Eligibility Criteria
      » All evaluators must be tenured
      » Cannot be on leave during any part of the academic year
      » Cannot be undergoing a PTR evaluation during the current cycle
      » Cannot have any conflict of interest (i.e. Nepotism)
      » For FERP faculty who are teaching in both semesters of the academic year, permission must be requested from the Provost to serve as a PTRC member (Contact FAR for details)
Process Background Info – PTR

• The Post Tenure Review (PTR) occurs at the beginning of every 5th year of employment after tenure is awarded
  – The only exceptions to this timeframe are:
    • If a faculty member is on leave during the academic year they are scheduled to be evaluated
      – The PTR portfolio will be due the next academic year
    • If a faculty member is undergoing an RTP evaluation for Promotion to Professor
    • If a Faculty member has entered the Faculty Early Retirement Program (FERP), however an appropriate administrator can still request a FERP faculty member to undergo a PTR

• The purpose of the Post Tenure Review is for colleges to check in with tenured faculty:
  – To make sure that Faculty are maintaining a standard of excellence outlined by their University Assignments
  – To acknowledge the positive contributions made by tenured faculty
  – To reflect upon opportunities for growth and professional development

• There are no negative outcomes that can result from a PTR, the tenured faculty member under review remains employed
Process Background Info – PTR Continued

• The Post Tenure Review workflow has its own annual timetable approved by the Provost’s office (due dates for review steps are listed in each Interfolio case in the instructions)

• Important Dates for PTR timetable
  – Faculty Submission Due Date: 10/3/2022
  – Deadline to complete all required meetings with faculty under review: 5/13/2023

• The rebuttal period for this evaluation process is conducted by the Dean’s office and must conclude 10-calendar days after the meeting has occurred
A faculty member may request to meet with one or both of the PTR review committees.
Universal Responsibilities of PTR Reviewers

• The primary purposes of a PTR reviewer are:
  – To assess how well the evidence submitted by the faculty member meets the criteria outlined in their university assignment
  – To identify any areas for professional development or growth for the faculty member under review
• Confidentiality is paramount
  – Security of the PTR Portfolio is the responsibility of each PTR Review committee when it is at their review stage
  – Notes from the current cycle will always have to be destroyed at the end of the cycle
• Each PTR Review committee must produce a written evaluation statement about the Faculty member’s performance since his or her last evaluation
• Run the rebuttal period for each faculty member by the published deadline
• All PTR Committees must remain on schedule
  – All required duties for each review step MUST be completed by the deadline published in the annual evaluation timeline
    • See the “review step introduction” article available in your review step chapter in PTR Reviewers Guide or the instructions provided on the “Case Details” page of each assigned Interfolio case, for details
FAR’s Online Resources – PTR

- FAR office homepage - [http://www.fullerton.edu/far/](http://www.fullerton.edu/far/)
- Templates Provided by FAR
  - PTR Statement form
- Interfolio Tutorials
  - Department Chair
  - PTRC
  - Dean
- Annual FAR Timetables for Evaluations
- Relevant FAR Webpage
  - PTR Reviewer Page
  - Post Tenure Reviews (No Promotion Consideration)
Governing Policies – Lecturer Evals

• Each review committee will have their own set of instructions in each assigned Interfolio case within the Lecturer Evaluation cycle, please read these for details on deadlines and resources

• The Lecturer and Range Elevation evaluation cycles are governed by:
  – **UPS 210.070**
    • This policy also establishes the criteria for who is eligible to participate as an evaluator in this process
      – Eligibility Criteria
        » All evaluators must be tenured
        » Cannot be on leave during any part of the semester in which the cycle is occurring
        » Cannot have any conflict of interest (i.e. Nepotism)
        » For FERP faculty who are teaching in both semesters of the academic year, permission must be requested from the Provost to serve as a DPRC member (Contact FAR for details)

  – **Approved Department Standards for Lecturer Faculty (DSLF)**
• There are two cycles for Lecturer Evaluations:
  – Fall
  – Spring
• Within each cycle there are multiple types of reviews that can occur
  – Fall
    • Annual Periodic
      – Applies to any Lecturer hired under a semester or annual contract
    • Year 3 of 3 Periodic
      – Applies to any Lecturer in year 3 of a 3-year contract
    • 6-Year Comprehensive
      – Applies to any Lecturer who is entering their 6th consecutive year of annual employment at CSUF
  – Spring
    • Annual Periodic
    • Year 3 of 3 Periodic
    • 6-Year Comprehensive
    • Range Elevation
• Fall Lecturer Evaluations are normally conducted for Lecturers who meet the follow criteria
  – The faculty member was a new hire in the Spring Semester and Fall is the faculty member’s second semester of teaching overall at CSUF
  – The faculty member only teaches in the Fall semester
  – The Dean has requested that the faculty member be evaluated in Fall
Process Background Info – Lecturer Evals Continued

• The Lecturer Evaluations workflow has two semester timetables approved by the Provost’s office (due dates for review steps are listed in each Interfolio case in the instructions)
  – Fall Lecturer Evaluations consist primarily of Annual Periodic Evaluations for Part-Time Lecturers

• Important Dates for Fall Lecturer timetable
  – Faculty Submission Due Date: **10/3/2022**
  – Deadline for Dean to share his or her evaluation with the faculty member under review (if needed): **1/3/2023**
    • The Dean, as the appropriate administrator, makes the final decision for Lecturer Evaluations
      – The only exception is Range Elevation Evaluations, which normally occur in Spring
PT Lecturer Annual Periodic Eval Workflow

Faculty Submission
- Faculty Member Under review

Department Chair Confirms
- Department Chair

Departmental Review
- Department chair
- DPRC

College Processing
- Dean

FAR Closeout
- FAR
Other PT Lecturer Evaluations Workflow

Faculty Submission
Department Chair Confirms
Departmental Review
Dean Review
College Processing
FAR Closeout

Faculty Member Under review
Department Chair
Department chair
DPRC
Dean
Dean
FAR
FT Lecturer Evaluation Workflow

Faculty Submission
- Faculty Member Under review

Department Chair Confirms
- Department Chair

Departmental Review
- Department chair
- DPRC

Dean Review
- Dean

FAR Closeout
- FAR
Universal Responsibilities of Lecturer Evaluators

• The primary purpose of a Lecturer Reviewer is to assess how well the evidence submitted by the faculty member meets the criteria for a “satisfactory” or better performance rating as outlined in UPS 210.070 or the criteria listed in the approved DSLF document for a given department.

• Confidentiality is paramount
  – Security of the Working Personnel Action File (WPAF) is the responsibility of each Lecturer Evaluation committee when it is at their review stage
  – Notes from the current cycle will always have to be destroyed at the end of the cycle

• Each Lecturer Evaluation committee must produce a written evaluation statement about the Faculty member’s performance over the period of review
  – Please see UPS 210.070 for details on required information for Lecturer Evaluation Statements

• Run the rebuttal period for each faculty member by the published deadline

• All Lecturer Evaluation Committees must remain on schedule
  – All required duties for each review step MUST be completed by the deadline published in the annual evaluation timeline
    • See the “review step introduction” article available in your review step chapter in Lecturer Evaluators Guide or the instructions provided on the “Case Details” page of each assigned Interfolio case, for details
  – When Review Levels don’t adhere to that timeline, the amount of time the Dean has to give a final decision on each case for the entire College is reduced
FAR Online Resources – Lecturer Evals

- FAR office homepage - http://www.fullerton.edu/far/
- Templates Provided by FAR
  - Lecturer Evaluation Form
- Interfolio Tutorials
  - Department Chairs
    - WPAF Confirmation
    - Departmental Review
  - DPRC
  - Dean
- Annual FAR Timetables for Evaluations
- Relevant FAR Webpages
  - Lecturer Evaluator Page
  - Full-Time Lecturer Faculty
  - Part-Time Lecturer Faculty
Interfolio for Reviewers

• Use the most up-to-date versions of Google Chrome, Firefox, or Safari

• Interfolio can be accessed 1 of 2 ways
  – #1 Through the CSUF Faculty portal: https://my.fullerton.edu/Portal/Dashboard/ It is listed alphabetically on the left-hand menu under “more apps”
  – #2 Logging in directly from the Interfolio Website: https://account.interfolio.com/login
    • If you use this method, bookmark this website as a favorite
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