Background and Instructions for Added Material Requests

> **The deadlines to submit added material requests are specified in the RTP timetables each year. For most evaluations in 2022-2023 (Timetable 2), the deadline is 4/3/2023. For Timetable 1 the deadline is 12/2/2022.**

Per UPS 210.000 II.B.6.b:

> …if material that documents a **substantial change in the status** of an activity referenced in one of the narrative summaries of the Portfolio becomes available after the Portfolio is declared complete, this material may be added with permission from the Faculty Personnel Committee. Before consideration at subsequent levels of review, material added to the Portfolio and Appendices shall be returned for review, evaluation, and comment by all previous levels.

Please note that the activity must have been referenced in the submitted RTP portfolio. The most common added material request is when a paper that is under review for publication at the time the candidate submits their portfolio is later accepted for publication.

Per UPS 210.002 II.B.2.b.1, "The Departmental Personnel Standards may state specific criteria for when a scholarly or creative work is considered complete (e.g., when it is accepted for publication or presentation without revision, when it is published online, when it is published in print, etc.) In absence of these criteria, scholarly or creative works shall be considered to have been completed when they have been accepted for publication or presentation without further revision." The journal editor's letter of acceptance should indicate outright, unconditional acceptance.

Candidates should be strategic when considering an added material request of an accepted publication. Per UPS 210.000 II.B.8: "Evidence submitted for promotion to Associate Professor shall not be considered for promotion to Professor."

Evidence on teaching performance during the Fall semester of the portfolio submission that becomes available after the semester concludes (e.g. SOQ reports, grade distribution reports, and letters of support from students) is not acceptable as it would fall in the review period of a future evaluation.

To submit an added material request to the FPC, the faculty member must:

- Write a cover letter/memo addressed to the FPC Chair. This letter must explain how the status of the activity substantially changed and indicate where it was referenced in the original portfolio submission.
- Document the change in status of the activity and document the reference in the original portfolio submission. Provide copies of the updated activity (e.g. editor's letter of acceptance). Provide copies of the reference in the portfolio (e.g. scholarship narrative and C.V.)
- The letter and documents must be emailed to Faculty Affairs and Records (far@fullerton.edu) by the deadline. FAR will screen the request and forward it on to the FPC.

After the request has been processed by the FPC, the FPC Chair will notify FAR if the added material has been approved or denied:

- If the request is **denied,** the FPC will compose an explanation which will be forwarded to the faculty member
- If the request is **approved**, FAR will:
  - Notify the faculty member
  - Upload the added material to Interfolio
  - Notify the current and previous review levels of the need to re-evaluate the case and
  - Grant previous review levels access to the Interfolio case again
  - Track the progress of the re-evaluations, confirm that the candidate has received the updated recommendation, and confirm that the case has moved to the next level of review