

# CAPS RTP Full Review Interfolio Template

## Instructions to the candidate

Welcome to Interfolio's Review, Promotion & Tenure, the evaluation system at Cal State Fullerton. Please note that the system is browser-sensitive and requires a recently-updated version of Chrome, Firefox, or Safari. Do not upload files containing any highlighting, notes, or tags as this may affect legibility.

## Submission Instructions

1. Please see [FAR's Candidate Guide](#) for details on using Interfolio. There are 26 categories below for you to upload your documents. FAR has a [Table of Contents Template](#) for you to list the contents of your RTP Portfolio.
2. All material must be uploaded and submitted by **5 pm on [insert date]**.
3. Your [RTP Portfolio Checklist](#) needs to be emailed to your **Department Chair by 5 pm on [insert date]**.

## Rebuttal Meeting Option Instructions:

1. Look for an email from your review committee Chairs (from the address [noreply@interfolio.com](mailto:noreply@interfolio.com)) containing a shared file.
2. Follow the instructions to view the shared file.
3. Complete the [Rebuttal/Meeting Form](#) after you receive each evaluation and/or recommendation. Upload a copy of the completed form within 10 calendar days as your "response" to the shared files ([see step-by-step instructions in the RTP Candidate Guide](#)). If you decide to submit a written response, there is space at the bottom of the form for it.

## Resources:

1. FAR Templates: [RTP Portfolio Checklist](#), [RTP Portfolio Table of Contents](#), [Rebuttal Form](#)
2. [RTP Candidate Guide](#)
3. [UPS 210.000](#)
4. [UPS 210.002](#)
5. [Departmental Personnel Standards](#)

If you have any questions, please contact the [Interfolio Help Center](#) or contact Faculty Affairs and Records at [far@fullerton.edu](mailto:far@fullerton.edu) or (657) 278-2125. Thank you.

## 1.0 Table of Contents

1.0 Table of Contents, 1 required

[Template](#) available for download from the FAR website. This document should **only** list the documents uploaded to sections **1.0-7.0**.

## **2.0 Table of Contents of Appendix**

### **2.0 Table of Contents of Appendix, 1-3 required**

Either upload another copy of each Appendix Table of Contents (from Sections 8.0, 9.0, and 10.0) or create your own Table of Contents listing the items in each section of the Portfolio Appendix.

## **3.0 UPS 210.002**

### **3.0 UPS 210.002, 1 required**

Provide a copy of [UPS 210.002](#), in the absence of any official Departmental Personnel Standards (DPS).

## **3.10 Prospectus**

### **3.10 Prospectus, up to 1 optional**

Your plan for achieving tenure that was submitted to your Chair in your first year. Each area (teaching, scholarly and creative activities, and service) is limited to 500 words. REQUIRED for probationary faculty, not relevant for tenured faculty.

## **4.0 Portfolio Vita**

### **4.0 Portfolio Vita, 1 required**

Vita that covers entire academic and professional employment history and lists accomplishments in all three areas of review. Peer-reviewed activities shall be listed separately from non-peer-reviewed activities. Activities should be listed in reverse chronological order.

## **5.0 Narrative Summary of Professional Counseling Performance**

### **5.0 Narrative Summary of Professional Counseling Performance, 1 required**

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.

## **5.10 List of Assigned Duties as a Counselor**

### **5.10 List of Assigned Duties as a Counselor, 1 required**

List of **ALL** duties performed as a counselor over the period of review arranged in reverse chronological order.

## **5.20 Blank Evaluation Form(s)**

### **5.20 Blank Evaluation Form(s), optional**

A blank copy of all opinion assessment forms used for patients or studies related to professional practice

## **5.30 Statistical Summaries of Student Opinion Questionnaires (Statistics Report)**

### **5.30 SOQ Statistical Summary Reports, optional**

SOQ Statistical Summary Reports are available in the SOQ Faculty App on the Faculty Portal. The SOQ Stat Summary reports for ALL classes taught during the period of review will need to be re-uploaded here. Please use a consistent file name convention that includes the course number and term taught.

## **5.40 Statistical Summaries of Grade Distributions (Graded Class Lists)**

### **5.40 Graded Class Lists, optional**

Grade distributions for each class taught during the period under review for which students received University credit. Please refer to the [IT Tutorial](#) to see how to download the one-page semester summary from the Graded Class List feature in the Faculty Portal. Please use a consistent filename convention that includes the term of the grade distributions.

## **6.0 Narrative Summary of Scholarly and Creative Activities**

### **6.0 Narrative Summary of Scholarly and Creative Activities, 1 required**

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.

## **7.0 Narrative Summary of Professional, University, and Community Service Activities**

### **7.0 Narrative Summary of Professional, University, and Community Service Activities, 1 required**

A concise (1000 words maximum) self-assessment of significant accomplishments in relation to the applicable Department Personnel Standards. This narrative shall clearly indicate where in the Portfolio or Appendix supporting documentation can be found.

## **8.0 Table of Contents of Teaching Appendix**

### **8.0 Table of Contents of Teaching Appendix, up to 1 optional**

Create a Table of Contents listing all of the items in your Teaching Appendix. A copy of this table of contents will also need to be uploaded to section 2.0.

## **8.10 SOQ Raw Data (Paper) or SOQ Comment Reports (WEB)**

### **8.10 SOQ Raw Data (Paper) or SOQ Comment Reports (WEB), optional**

Raw data (the scanned images of the completed paper forms) for each course taught in the period of review. If your department uses web surveys, upload the Comment Reports here instead. Available from the SOQ Faculty Portal. Please use a consistent filenaming convention that includes the course number and term taught.

## **8.20 Course Materials**

### **8.20 Course Materials, optional**

Ordinarily, representative samples are sufficient and a maximum of 10 over a five-year review period is acceptable. It is not necessary to include every syllabus or every exam or hand-out, especially for multiple sections of the same course taught over the period of review. However, it is recommended that you include your most up-to-date versions of all your course materials.

### **8.30 Other Relevant Material for Teaching Performance**

#### **8.30 Other Relevant Material for Teaching Performance, optional**

Other relevant documentation for any other teaching activities referenced in the self-assessment narrative (teaching awards, special recognition, etc.)

### **9.0 Table of Contents of Scholarly and Creative Activities Appendix**

#### **9.0 Table of Contents of Scholarly and Creative Activities Appendix, 1 required**

Create a Table of Contents listing all of the items in your Scholarly and Creative Activities Appendix. A copy of this table of contents will also need to be uploaded to section 2.0.

### **9.10 Publications and Creative Works**

#### **9.10 Publications and Creative Works, 1+ required**

For published, exhibited, or performed works, a copy of each significant item in the period under review shall be included.

### **9.20 Evidence of Publications and Creative Works**

#### **9.20 Evidence of Publications and Creative Works, 1+ required**

For published, exhibited, or performed works, evidence of peer-review or lack of peer-review shall be provided for each item. Works that are not peer-reviewed shall be presented separately from those that are reviewed. Additionally, evidence of the quality of the venue shall be provided (acceptance rates, impact factor, or other measures of quality).

### **9.30 Accepted Works and Documentation**

#### **9.30 Accepted Works and Documentation, optional**

For work that has been accepted but not yet published, exhibited, or performed, a copy of each item as well as the letter of acceptance, evidence of peer-review, and evidence of quality of the publishing or performance venue shall be provided.

### **9.40 Unpublished Works and Ongoing Activities**

#### **9.40 Unpublished Works and Ongoing Activities, optional**

A copy of each significant item in the period under review shall be included as well as any significant documentation that might assist reviewers in assessing quality.

### **9.50 Co-Authorship Documentation**

#### **9.50 Co-Authorship Documentation, optional**

For co-authored activities, documentation of the unique and specific contribution of each author to the work shall be included. FAR has a sample [co-author disclosure form](#) that may be used.

### **9.60 Other Relevant Material for Scholarly and Creative Activity Performance**

#### **9.60 Other Relevant Material for Scholarly and Creative Activity Performance, optional**

Other relevant documentation for any other scholarship activities referenced in the self-assessment narrative (awards, grants, etc.)

## **10.0 Table of Contents of Professional, University, and Community Service Activities Appendix**

### **10.0 Table of Contents of Professional, University, and Community Service Activities Appendix, 1 required**

Create a Table of Contents listing all of the items in your Professional, University, and Community Service Activities Appendix. A copy of this table of contents will also need to be uploaded to section 2.0.

## **10.10 Professional, University, and Community Service Activities**

### **10.10 Professional, University, and Community Service Activities, 1+ required**

For each significant activity, describe (and where possible document) level of participation and responsibilities.

## **10.20 Other Relevant Material for Service Activity Performance**

### **10.20 Other Relevant Material for Service Activity Performance, optional**

Other relevant documentation for any other service activities referenced in the self-assessment narrative (awards, recognition, etc.)