



What Should I Include In My PIF?

A Professional Information File Preparation Guide

Tips and advice from those who review PIFs during the RTP process in the College of Health and Human Development

There are two files utilized in academic personnel considerations at CSUN: (1) your Personnel Action File (referred to as your PAF), and (2) your Professional Information File (referred to as your PIF).

Every tenure-track and tenured faculty member has a PAF in the Dean's office. The Dean is the custodian of your PAF. This file includes permanent items maintained throughout your employment at CSUN, e.g. your letter of appointment, acceptance letter, personnel review letters, teaching evaluations, etc.

Each faculty member at CSUN also has the responsibility of establishing, maintaining and submitting a record of professional information (a PIF) for use in evaluation for retention, tenure, promotion (RTP), and service salary increases. The PIF is submitted in a 3-ring binder. The remainder of this document is to assist you in preparing your PIF; however keep in mind that it is the responsibility of the faculty member to ensure the completeness of the PIF.

I. Preparing Your Professional Information File (PIF)

1. Normally, the review of a faculty member's PAF and PIF begins in the fall term of his/her second probationary year. Third and subsequent year PAFs and PIFs are reviewed in the spring.
2. Review deadline dates are publicized each academic year in *Section 600*. The Department Personnel Committee determines the deadline for submitting your PIF for the department level review.
3. Recommendations and decisions about reappointment, tenure, promotion, and service salary increases are based on evaluations of items in your PAF and evidence and documentation that you place in your PIF binder. Thus, it is extremely important that you take care to prepare your PIF to completely and accurately provide evidence of your contributions and accomplishments.
4. In cases where prior service credit was granted, that time interval shall also be documented in the probationary PIF review, as well as the final cumulative review for tenure and/or promotion.

5. For probationary faculty electing to be reviewed for either tenure or promotion, the PIF shall be cumulative and representative of performance covering the period from the beginning of probationary service.
6. For tenured faculty, the PIF shall be cumulative and representative of performance, covering the period since the submission of the file for promotion to Associate Professor.
7. The policies according to which you will be evaluated are public documents: *Section 600, Academic Personnel Policies and Procedures* (also known as “The Blue Book”) and your Department Personnel Policies and Procedures (available on the Faculty Affairs website under the “Policies” tab).
8. Throughout the review cycle and at every level of review, you will receive the evaluations and recommendations of the committees and individuals who are reviewing your performance and, at each level, you may respond by requesting a meeting to discuss the recommendations and/or *in writing* within 10 calendar days of receiving their review, before your PIF goes to the next level of review.
9. The contents of the PIF are described in *Section 606* of the Administrative Manual. To assist you in preparing your PIF, the College has prepared a formatted PIF binder that includes a cover sheet, checklist, and dividers with labels. The use of this template is optional.
10. Bulky items such as books are reviewed by the Department Personnel Committee and Department Chair. Bulky items (usually presented in a separate appendix) do not accompany the PIF to the College- and University-level reviews.
11. Do not use plastic covers or sleeves for materials inside the PIF.
12. All items should be three-hole punched and inserted into one 3-inch binder.
For faculty in their last review for either tenure or promotion the major part of the PIF should fit in one 3-inch binder. A faculty member may submit additional information in an Appendix (a companion binder), if necessary.
13. Your PIF is returned to you at the end of each review year.

II. Major Sections of the PIF

Table of Contents (1.0)

1. You must prepare a Table of Contents as an index to the contents of your PIF. To assist in your PIF preparation the College has created a Table of Contents template to help you get started. This template can be adapted to meet your individual content needs, however please attempt to maintain the template format.

2. Each year that you are evaluated, you should prepare and submit two copies of the Table of Contents. One copy remains in the PIF and the other is placed in your PAF each year. Include a Table of Contents for the Appendix binder as appropriate.

Copy of the College of Health and Human Development Personnel Policies and Procedures (2.0)

Copy of Your Department Personnel Policies and Procedures (3.0)

Curriculum Vitae (4.0)

1. Make sure your Curriculum Vitae (CV) is current and reflects accomplishments and work described in your PIF. If you were granted service credit at the time you were hired, you must provide the same documentation for the service credit years as for your years at CSUN.
2. To assist the reviewers in finding the most pertinent information, consider organizing your CV using the three review categories—Contributions to Teaching Effectiveness and Direct Instructional Contributions, Contributions to the Field of Study, and Contributions to the University and Community.
3. The CV should include your academic and professional employment history since you started at CSUN, hence, the resume is cumulative. It should list accomplishments in reverse chronological order, meaning your most recent activities come first within each of the three areas of review (teaching, scholarship, service).
4. Be sure to list published work using a standard scholarly citation format, e.g., American Psychological Association (APA), Modern Languages Association (MLA), etc.
5. One copy of your CV is placed in your PIF. Six additional copies of your CV must also accompany your PIF and should be placed inside the front binder pocket. These copies are used by the College Personnel Committee to facilitate the review of your file.
6. Print and place a copies of relevant evidence of professional preparation with your CV. Include copies of any licensures or certifications, but not copies of your degrees.

Narrative Summary (5.0)

1. The Narrative Summary is a succinct narrative (12-point font, 2 pages maximum) that summarizes significant activities and contributions in each of the major categories considered in retention, tenure and promotion since your last review.
2. For those faculty in their final probationary review year, your Narrative Summary is cumulative, referring to your entire probationary period. This includes service credit years if you received service credit at the time you were hired.

3. The following are some suggestions, but not requirements, in preparing your Narrative Summary:
 - a. Use your Narrative Summary to explain, contextualize, and interpret your approach in teaching and the results you are achieving. If problems are evident, e.g. a pattern of negative comments or ratings by students, discuss this and describe what you are doing in response.
 - b. If suggestions regarding your teaching were included in prior evaluations, report on what you have done in response and the results you have achieved.
 - c. It is imperative that you address areas that were identified as needing improvement. The Narrative Summary is your opportunity to “tell your side of the story.”
 - d. When referencing your scholarly and creative work, please include complete citations of your work in standard scholarly citation form, e.g., APA, MLA, etc. Clearly identify your work as either peer-reviewed or not. You are encouraged to use the Co-Authorship Disclosure Form to identify your contributions to scholarly and creative activities.
 - e. Put your work and activities into context for the reviewers. Remember that the reviewers may not be familiar with your discipline, so you will need to clearly explain the meaning and significance of your work. Explain why your work is important.
 - f. Discuss completed work and work in progress. Be sure to check your Department Personnel Policies and Procedures to determine if work under submission is counted as a “publication or equivalent to publication.”
 - g. Be specific. Include the full names of professional organizations, meetings, or committees in which you played a significant role. Avoid the use of abbreviations and acronyms.
 - h. Indicate whether each University service activity was at the Department, College, or University level and the significance of your role and/or contribution.

Teaching Effectiveness and Direct Instructional Contributions (6.0)

1. Include a complete list of courses taught at CSUN during your review period but include only representative samples of course syllabi.
2. Provide evidence of teaching effectiveness and direct instructional contributions. Documentation of teaching performance may include other evidence in addition to Peer and Students Evaluations. Refer to *Section 632.3* of the Administrative Manual and consider what documentation you can provide in the areas of teaching performance that are described within. A useful form of evidence to document your teaching performance

is to include a representative sample of course materials (examinations, paper assignments, grade distributions, etc.). This gives the reviewers a feel for your pedagogical approach and teaching philosophy. For example, include a scoring rubric or a sample of a graded paper that demonstrates how you respond to your students' written papers and assignments.

3. If applicable, include documentation of effectively developed and disseminated instructional improvements.

Contributions to the Field of Study (7.0)

1. "Each faculty member shall demonstrate continued growth as a recognized scholar and contributor to the field of study" (*Section 632.4.1*).
2. Documentation of your scholarly and creative activity is the evidence to support what you say in the Narrative Summary of your PIF. The following, although not required, are some suggestions for documenting such evidence:
 - a. Ensure each citation in your CV is in the style customary to the faculty member's discipline for each scholarly and creative work.
 - b. Ensure that each citation is complete and accurate.
 - c. Include a hard copy of each scholarly or creative work published within the review period including:
 - Peer reviewed publications and creative activities
 - Peer reviewed book chapters
 - Peer reviewed abstracts
 - Non-peer reviewed publications
 - Grant submissions and proof of grant funding
 - Other evidence of scholarly and creative activities
 - d. It is essential for you to help the reviewers judge the quality of your work. This can be done by describing the evidence of its quality in the form of the status or ranking of a journal (if your discipline has such a ranking), the journal rejection rate, comments of reviewers, etc. For each publication or equivalency, describe the peer review process by which the material was evaluated and accepted. As a cover sheet to each of the above works, include a **co-authorship disclosure form** that describes your role and percent contribution to the finished product. The College of HHD has developed an optional form that you may use to document your role in co-authored or co-edited works. You do not need to use the co-authorship disclosure form, but you do need to provide this information in some form.
 - e. Include copies of letters of acceptance for completed work that is "in press" or otherwise in the process of publication. [Also include a manuscript "in press," or galley proofs if you receive them.]

- f. For work presented in a medium other than print, the copy or evidence of work may be presented in a form suitable for evaluation as appropriate to the discipline (e.g., pictures, video/DVD, audio recordings, etc.)
- g. Suggestions for documenting the peer-review process may include:
 - i. a copy of the journal's peer-review process as printed in the journal itself; or
 - ii. a letter from the editor describing the peer-review process to which your work was subjected; or
 - iii. the comments of reviewers of the journal or book to which your work was submitted.
- 3. Faculty may further demonstrate their contributions with evidence of professional recognition of their contributions to the discipline. Evidence may include book or article prizes or awards; non-refereed invited papers, exhibits, and performances; comments and replies; book reviews; and citations of the faculty member's published work (from the Social Science, Science, or Humanities and Arts Citation Index.).
- 4. For scholarly and creative work in progress, please provide documentation of such progress. This documentation may include abstracts of papers presented at professional meetings, manuscripts currently being reviewed for publication, etc.

Contributions to the University and Community (8.0)

- 1. A complete listing of committee memberships and or other related activities should already be part of your CV. Minutes of meetings attended, flyers, announcements, and other evidence of your attendance at meetings are not required. In fact, it is not advisable for you to include them. Instead, the narrative summary and any supporting documentation should focus on your contributions and highlight pertinent activities and experiences in this area, with a description of your role and responsibilities in these activities.