Virtual RTP Process:
ePIFs, ePAFs, and eRTP

CSUN®

Department Chairs and Deans Retreat
Monday, August 17, 2020
Diane Guido, Jackie Stallcup

Historical Moments

- **ePIF with Interfolio:** Piloted in 2017-18
  By 2019-20, most candidates and reviewers used ePIF

- **ePAFs:** Several test cases at appeal and provost's level in Spring 2020 due to COVID-19

- **PP&R vote in May 2020:** ePIF <mark>required</mark> in Fall 2020 and ePAFs recommended

- <u>**Need for fully paperless process for Fall 2020 and beyond**</u>

Paperless RTP is Here!

- Fall 2020 marks the launch of CSUN's first fully paperless RTP review process

  18 Second-year faculty will be reviewed (paperless) first as pilot

  200+ 3-6 year faculty will be reviewed (paperless) in late Fall 2020

- Review files from the comfort of your home!

Plans for ePIF

Faculty candidates upload documents to Interfolio

- ePIF includes CV, index, cover letter, and supporting documents

- Department/College Personnel Procedures (NEW)

  - Chairs should verify that correct personnel procedures have been uploaded

Advantage: All ePIF documents readily visible

Plans for ePAFs

- Dean's offices scan and upload ePAF materials to the candidate's Interfolio file (internal section)

- For security purposes, if requested by faculty member, ePAF can be made visible in candidate's section for them to confirm content at beginning of review

- ePAF is visible to reviewers by document type (CVs, SEFs, peer evaluations, in reverse chronological order)

- Internal Interfolio activity log tracks ePAF views; no need to sign a log this year

ePAFs Long-term View

Fall 2021 and beyond:

Reviewers will view ePAFs through new program allowing easy access to OnBase

Remainder of review process is in Interfolio

Modeled after San Jose State University's process

RTP Review in Interfolio

- Collection of votes and decision letters will be through Interfolio; No more paper college grids

- Reviewers will:

  - Review all documents in Interfolio

  - Send decision letter to faculty by email

  - After 10 days, upload letter and rebuttal, if any, to Interfolio on or before the deadline AND enter reviewer decision and vote

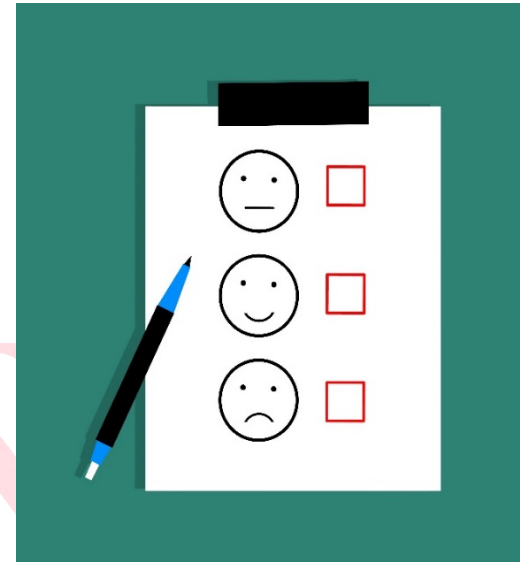 - Finalize Interfolio by "sending" to next reviewer

Resources for Reviewers and Candidates

1. eRTP webpage

2. Training guides

3. Video on uploading ePIF

4. Interfolio Scholar Services

5. Faculty Affairs

Your Feedback Needed

- Many new facets of the process

- We haven't thought of everything

- Keep the questions coming

- Heavy workload and time pressures all around; let's all be kind to one another and to ourselves

- Exciting goal in sight

General Reminders

1. **Chairs assist faculty with the RTP Process**

   - ePIF organization and contents
   - Candidate's option to elect newer procedures (one-time option)

2. **Reviewers should follow Department and College Personnel Procedures Closely (incl Section 600)**

   - Base evaluation on policies and procedures
   - Apply accurately to maintain transparency

General Reminders

- If faculty is going up for early tenure, make the case:

How is the early awarding of tenure advantageous to the University's mission, programmatic needs, or priorities? (See section 641.2)

- If faculty is going up for early promotion, do they fulfill all of the criteria for advancement in a shorter period of time? (See section 643.1.1)

Q&A

Brainstorm with us: What are we missing?