FAQs about electronic Professional Information Files (ePIFs)
from the Personnel Planning and Review Committee
Revised 10/6/2021

Question 1: "What does RTP mean? And what's an ePIF and a PAF?"
RTP: Retention, Tenure and Promotion

ePIF: electronic Professional Information File, created and maintained by the faculty member

PAF: Personnel Action File, produced and maintained by Dean's Office

Question 2: "Why do we create these files?" (Section 606)
The ePIF serves as a portfolio documenting an RTP candidate's professional activities as necessary for retention, tenure, and promotion at CSUN.

Question 3: How do I create an ePIF?
Go to the following URL for more information on creating your ePIF:
https://account.interfolio.com/sso

Under the "Sign in with your institution" heading, type "Northridge" and select our campus name.

Click on "Sign in," select "CSUN" and then enter your CSUN credentials.
Upload files either directly from your computer or from your Interfolio Dossier.

Question 4: What is an Interfolio Dossier?
If you create a permanent Interfolio Dossier, you can upload documentation at any point during your CSUN career to keep your files organized for uploading into ePIFs, which will only be available during years that you are up for review.

To create or access your dossier, please go to: https://www.interfolio.com and sign in or create an account.

Please note: If you have previously applied for faculty positions using Interfolio, you may already have a dossier.

Question 5: "What goes into an ePIF?"
- Index of PIF contents with date
- Concise narrative/cover letter (recommended length: 2 pages) – Your statement should highlight major accomplishments and be reflective of your professional trajectory with regard to teaching, research, and service. Your statement should include type of evaluation being requested, and the version of the Department Personnel Procedures and College Personnel Procedures under which you are electing to be evaluated. If unsure of the current Department Personnel Procedures and/or College Personnel Procedures on file, refer to the Policy page on the Faculty Affairs site. https://www.csun.edu/faculty-affairs/policies
- Current curriculum vitae (CV) with date
- Outline of evidence provided in ePIF (organized in reverse chronological order)
- Evidence of (provided in order listed in outline):
  1) Professional preparation;
  2) Teaching effectiveness and Direct Instructional Contributions; Effectiveness in Librarianship; Effectiveness in Counseling;
  3) Contributions to the field of study:
  4) Contributions to the University and Community
- Any other pertinent support material (see Question 6 below) may be included
- Consult your colleagues who have been through this process (i.e., 2019 or more recently) for guidance.
- Please see the ePIF User Guidelines at: https://www.csun.edu/faculty-affairs/ertp

HINTS:
- Each uploaded file should have a number or letter and a descriptive title (e.g., for publications) and the order should follow that presented in your CV and outline:
  1a) Your last name 2021a
  1b) Supplemental materials for your last name 2021a
  2) Your last name 2021b (b denotes 2nd publication in 2021)
  3) Your last name 2020
- Candidates should not include previous versions of authored books or drafts of published work.
- Do not include any personal identifying information about colleagues or students such as grades or student ID numbers.

Question 6: "What is 'pertinent support material'?"
- Material relevant to the current review
- Support material may include written submission of abstracts and manuscript-like items. If any of these writings are multi-authored, the

candidate's contribution should be described.
- Be sure to date all materials for a timeline.
- Candidates should consult with their Department Chairs and with the Chairs of their Department Personnel Committees for guidance on how best to meet the requirements of potentially more specific Department RTP criteria.

Question 7: "Do I have to put everything in my ePIF?"

No.

"What can I leave out?"
- Teaching evaluations: These are available in the PAF, which all reviewing agencies review. <u>Candidates should contact their Dean's Office to review materials in their PAF before submitting the PIF to see what reviewing agencies will be viewing</u>.

- Student and peer teaching evaluations from other campuses

- Evidence of accomplishments prior to a candidate's CSUN appointment (although these may be included in the CV)

- Supporting material that was used in securing a previous promotion to current rank

- While probationary second-year faculty may include supporting material related to scholarly activities prior to the tenure-track appointment at CSUN to establish patterns of scholarly activity for themselves, third-through-sixth year candidates should generally not include such materials. If candidates are concerned about inclusion issues, they should consult their Department Chairs, Department Personnel Committee members, and Deans.

Question 8: "How do I document service to the University and Community?"
Listings of committee membership and other related activities will be part of candidates' CVs. Supporting materials in the ePIF related to this area of candidates' careers should include only the highlights. It is not advisable for candidates to include minutes of all meetings attended, or to include memoranda with calls to meeting, for example. A report, or a piece of work done on behalf of a committee or for a community project, for example, would all constitute "highlights." Also to be included in this category would be a description of candidates' responsibilities and activities for each relevant service experience that appears in the CV.

Question 9: "Is there a general rule about what goes into the ePIF?"
Remember that committees are reading multiple ePIFs in a relatively brief time. Clarity, organization, and simplicity are crucial. Candidates should consult with

their Department Chairs and Department Personnel Committee Chairs if they are concerned about the question of inclusion, or any questions in the process.

Question 10: "What are some ways to organize and clarify information in the ePIF?"

- An introductory letter - One organizational strategy is to compose an introductory letter (recommended length: 2 pages). This should introduce the ePIF and highlight the most significant accomplishments since the candidate's appointment or last review, depending on which is most recent and relevant. Describe any extenuating circumstances that impacted your performance within this review cycle.

- Interpretive notes - If there are materials in which inclusion or significance would be most clear only to someone from the candidate's own discipline, the candidate should make certain that someone outside of the field will also be able to appreciate the significance. A note about the readership of a journal or the location of a conference in a field (e.g., national, regional, or small but competitive meeting) will help explain the role of supporting material.

- Documents in languages other than English - If a candidate presents work in a language other than English, please consider providing a relevant English translation or summary to help reviewers understand the work.

- Order - The order of sections and arrangement of supporting materials should adhere to Department or College preferences and should be clearly indicated.

Question 11: "What if my Department or College changes its personnel procedures during my probationary period?"

All faculty members appointed after new Departmental Personnel Procedures have been approved at the University level shall be evaluated according to the new criteria. However, for those who are employed by the University when the University approved revised personnel procedures, the revised personnel procedures will be followed three (3) academic years after they have been approved at the University level.

During this 3-year period, a faculty member can request to be evaluated by the new criteria by notifying the Department Chair and Dean in writing. The Dean will place a copy of the request in the candidate's Personnel Action File. Once this election is made, the faculty member no longer has the option of being evaluated by the previous personnel procedure.