



RTP and Interfolio - for Evaluators

RTP Cases in Interfolio

- A 'case' is created in Interfolio by either the department chair, DRTPC chair or Faculty Affairs
- Once the cases are created, you will see the cases assigned to your department when you are logged in to Interfolio
 - Make sure the number of cases matches the number of faculty applying for RTP action(s) in your department; faculty should have notified the DRTPC chair of their intent to request a RTP action
- Confirm that the DRTPC membership for 2020-21 is up-to-date in Interfolio and that the committee chair is selected

Check that the case is correct

- Make sure that the case was created using the template that corresponds to the RTP action requested.
- Each template has the RTP deadlines built into it
- If requesting early action for tenure, also should request reappointment to a probationary year.

Title ▾

[2020-21AY__2nd and 3rd year reappointments](#)

Template with deadlines for 2nd and 3rd year reappointments

[2020-21AY__4th, 5th & 6th year reappointments](#)

Template with deadlines for 4th, 5th & 6th year reappointments

[2020-21AY__Pre-RTP](#)

Template with deadlines for Pre-RTP

[2020-21AY__Tenure & Promotion to Associate \(including early\)](#)

Template with deadlines for Tenure & Promotion to Associate

[2020-21AY__Tenure and/or Promotion to Full \(including early\)](#)

Template with deadlines for Promotion to Full

Best Practices on Preparing the RTP Packet

Peer Evaluation of Teaching

- **Naming Convention: Last Name of Evaluator_Term_Year (Smith_Fall 2019)**
- **Best Practices on organizing and uploading:**
 - For reappointments, upload the two peer evaluations as separate pdf's
 - Smith_Fall 2019
 - Garcia_Spring 2020
 - For tenure/promotion, upload peer evaluations by academic year
 - Peer evaluations_AY 2014-15
 - Peer evaluations_AY 2015-16
 - Peer evaluations_AY 2016-17
 - Peer evaluations_AY 2017-18
 - Peer evaluations_AY 2018-19
 - Peer evaluations_AY 2019-20

Best Practices on Preparing the RTP Packet cont'd

Student Evaluation

- **Naming Convention: Term & Year_ Subject Catalog Number (Fall 2019_GEO 3400)**
- **For reappointments, upload as separate pdf's**
 - Fall 2019_GEO 3400
 - Spring 2020_GEO 4450
- **For tenure/promotion, upload student evaluations by academic year**
 - Student evaluations_AY 2014-15
 - Student evaluations_AY 2015-16
 - Student evaluations_AY 2016-17
 - Student evaluations_AY 2017-18
 - Student evaluations_AY 2018-19
 - Student evaluations_AY 2019-20

Best Practices on Preparing the RTP Packet cont'd

Supplemental Documents

The titles you give your documents are visible to the evaluators and should accurately describe the document for ease of locating.

- Grants
Suggested Format: Grant_Source_Amount_Status (ex. Funded, Proposal)_Year
Example: Grant_NSF_\$3700_Funded_2018
- Scholarship
Suggested Format: Scholarship Type_Beginning of Title_Journal/Journal Type_Status_Year Example: Publication_Tiger on Slack Street_Peer-reviewed_Published_2017

Components of RTP Packet: Faculty Submits Parts I and II & Supplemental Documents

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. files in an unlocked section before they submit.

➤ Part I: Candidate's Request for Performance Review Unlocked

Due: Sep 14, 2020

➤ Part II: Candidate Documents Unlocked

Due: Sep 14, 2020

➤ Supplemental Documents Unlocked

Components of RTP Packet: Evaluators

The screenshot displays a web interface for RTP Packet evaluation. It features two main sections, each with a dropdown arrow, a title, a due date, a status indicator (Unlocked), a Lock button, an Add File button, and a list of submitted documents.

Section 1: Department RTP Committee Recommendation & Evaluation
Due: Sep 28, 2020
Status: Unlocked
Additional Documents: optional
No files have been submitted.
CANDIDATE'S ACKNOWLEDGEMENT OF DRTPC'S EVALUATION & RECOMMENDATION Form | No responses Not Yet Submitted

Section 2: Dean/Director's Recommendation & Evaluation
Due: Oct 26, 2020
Status: Unlocked
Additional Documents: optional
No files have been submitted.
CANDIDATE'S ACKNOWLEDGEMENT OF DEAN'S/DIRECTOR'S EVALUATION & RECOMMENDATION Form | No responses Not Yet Submitted

- Committee should use the recommendation form that pertains to their level of review; these forms can be found on the Faculty Affairs website on the 'Evaluation' page

- [Faculty Performance Review Form-RTP](#) (doc)
- Department RTP Committee Recommendation Form (doc)
- Department Chair Recommendation Form (doc)
- College RTP Committee - Evaluation of Appeal Form (doc)
- Dean/Director Recommendation Form (doc)
- University RTP Committee - Evaluation of Appeal Form (doc)

<https://www.cpp.edu/faculty-affairs/tenure-line-faculty/evaluation.shtml>

Complete Signature Page and Evaluation Page(s)

Candidate: _____ Department: _____

DEPARTMENT RTP COMMITTEE RECOMMENDATION

STATEMENT:
"The members of the Department RTP Committee, whose signatures and academic ranks appear below, recommend as a body that the action(s) checked below be taken. This recommendation is based upon our review of the candidate's performance with reference to the approved Department RTP document. Criteria for evaluation not included in this document have not been utilized."

RECOMMENDED ACTION(S):

1. ☐ Pre-RTP
2. ☐ Reappointment to _____ Probationary Year
3. ☐ Reappointment with Tenure
4. ☐ Reappointment with Early Tenure
5. ☐ Promotion to _____ (Academic Rank)
6. ☐ Early Promotion to _____ (Academic Rank)
7. ☐ Termination (Available for candidates currently in PY 1 or 2)
8. ☐ Reappointment with Terminal Year (Available for candidates in PY 3, 4, 5 or 6)
9. ☐ Deny Promotion
10. ☐ Deny Early Promotion
11. ☐ Deny Early Tenure

PRINTED NAME	SIGNATURE	ACADEMIC RANK	DATE
DRTPC Chair:			

Members of the DRTPC who do not agree with the Committee's recommendation may submit their comments on additional pages. The minority report should be inserted after the DRTPC evaluation. Each member of the DRTPC is required to sign either this page or a minority report.

- This form is posted on the Faculty Affairs website under the 'Evaluation' page
- The first page will be a pdf that allows for digital signatures
- The second page is a word document that will allow you to type or copy & paste the evaluation
- Both should be uploaded to Interfolio by the RTP deadline

Candidate: _____ Department: _____

DEPARTMENT RTP COMMITTEE EVALUATION OF CANDIDATE'S PERFORMANCE

The DRTPC is in the most immediate position for peer evaluation of the performance of the candidate relative to the department's approved document. This evaluation is to be specific, honest and clear in identifying the candidate's strengths and weaknesses. Reference needs to be made to specific department criteria (by number, if possible). This evaluation must include interpretations of the candidate's student evaluations (Please see Policy #1329). Specific recommendations for improvement should be provided. The acceptability of what the candidate has proposed for personal professional growth activities in the next evaluation period are appropriate elements of the DRTPC evaluation. It is expected that additional pages will be necessary.

Any member of the DRTPC may file a minority report. The minority report should be inserted after the DRTPC evaluation.

INTERFOLIO - RTP | DRTPC FORM 2020-21
Page 2 of 2

Adhere to RTP Deadlines

2020-2021 Reappointment, Tenure, and Promotion Calendar

Fall Semester: August 17 – December 18

Spring Semester: January 22 – May 26

Evaluation	Reviewers	RTP Package Due Date	Review Begins	Recommendation Deadline	Rebuttal Deadline
2nd & 3rd year reappointments	DRTPC	9-14-20	9-14-20	9-28-20	10-8-20
	Department Chair		9-14-20	9-28-20	10-8-20
	Dean		10-9-20	10-26-20	11-5-20
	URTPC		11-6-20	12-7-20	12-17-20
	Provost		12-18-20	2-15-21	
4th, 5th, and 6th year reappointments & Tenure/Promotion ¹	DRTPC	9-28-20	9-28-20	10-23-20	11-2-20
	Department Chair		9-28-20	10-23-20	11-2-20
	Dean		11-3-20	12-8-20	12-18-20
	URTPC		1-22-21	4-9-21	4-19-21
	Provost		4-20-21	6-1-21	
Promotion to Full Professor ²	DRTPC	10-12-20	10-12-20	11-13-20	11-23-20
	Department Chair		10-12-20	11-13-20	11-23-20
	Dean		11-24-20	1-29-21	2-8-21
	URTPC		2-9-21	4-20-21	4-30-21
	Provost		5-3-21	6-15-21	
Pre-RTP	DRTPC	2-8-21	2-8-21	2-23-21	3-5-21
	Department Chair		2-8-21	2-23-21	3-5-21
	Dean		3-8-21	3-26-21 meeting with faculty member ³	
	Dean			4-9-21 ⁴	4-19-21

Sharing Files with the Candidate

It is important that you also 'share' the signature page and evaluation with the candidate. The 'sharing' function allows the candidate to download the forms, save to their Dossier, and provides them the 10-day calendar to respond/appeal the evaluation.

California State Polytechnic University Pomona >

Case List

Filter

Unit

All Units ▼

Type

All Types ▼

2 of 2 cases

<input type="checkbox"/> Name ▼	Type ◆	Template Name ◆
<input checked="" type="checkbox"/> Billy Bronco Apparel Merchandising and Management	Reappointment	2nd and 3rd year reap

- Select the candidate's name from your list of cases

Sharing Files: cont'd

California State Polytechnic University Pomona > Cases > Billy Bronco

Unit: Apparel Merchandising and Management Template: 2nd and 3rd year reappointments Status: Select Status

Case Materials Case Details

Search case materials by title

Expand All Collapse All Download Share Settings Move

Candidate Packet
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- > Candidate Form **Unlocked** Lock
- > Candidate Documents **Unlocked** Lock
- > Supplemental Documents **Unlocked** Lock
- ✓ **CANDIDATE'S ACKNOWLEDGEMENT OF THE DRTPC'S EVALUATION & RECOMMENDATION** **Unlocked** Lock
Due: Oct 10, 2019
Additional Documents optional
No files have been submitted.
CANDIDATE'S ACKNOWLEDGEMENT OF DRTPC'S EVALUATION & RECOMMENDATION Form | No responses Not Yet Submitted

- Click on “Case Materials” and scroll down to the correct evaluation section (DRTPC, Dept Chair, or Dean) and then click on “Add” in order to upload the signature page and evaluation
- Drag and drop the file or you can browse your computer and upload the file. When selected, click on the “Add” button.

Add Department Evaluation

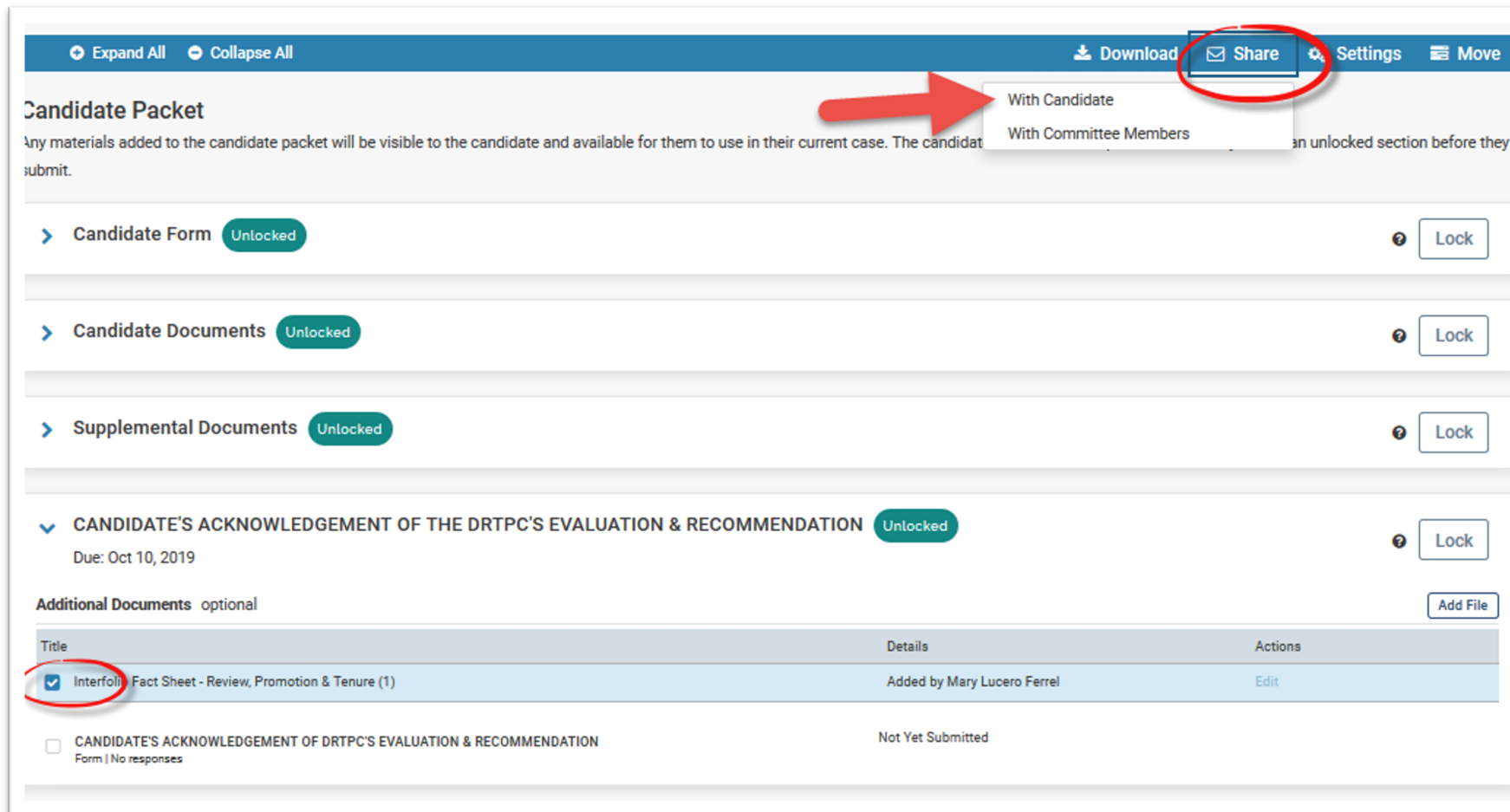
Upload a new file Select file from case

Drag & Drop your files anywhere or
Browse To Upload

Add Cancel

Sharing Files: cont'd

Once the evaluation has uploaded, click on the document, click “Share” and select “With Candidate”



Expand All Collapse All Download Share Settings Move

Candidate Packet
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate can add an unlocked section before they submit.

> **Candidate Form** Unlocked Lock

> **Candidate Documents** Unlocked Lock

> **Supplemental Documents** Unlocked Lock

✓ **CANDIDATE'S ACKNOWLEDGEMENT OF THE DRTPC'S EVALUATION & RECOMMENDATION** Unlocked Lock
Due: Oct 10, 2019

Additional Documents optional Add File

Title	Details	Actions
<input checked="" type="checkbox"/> Interfolio Fact Sheet - Review, Promotion & Tenure (1)	Added by Mary Lucero Ferrel	Edit
<input type="checkbox"/> CANDIDATE'S ACKNOWLEDGEMENT OF DRTPC'S EVALUATION & RECOMMENDATION Form No responses	Not Yet Submitted	

Sharing Files: cont'd

The screenshot shows a web form titled "Message to Candidate" with a close button (X) in the top right corner. The form is divided into several sections:

- To:** Billy Bronco (billybronco@cpp.edu) (Callout 1)
- Subject ***: DRTPC's evaluation (Callout 2)
- Message ***: A large text area with a rich text editor toolbar (Callout 3)
- Details** (Right sidebar):
 - Direct email reply:** luceroferrel@cpp.edu
 - File Response:** ☒ Enable (Callout 4). Below it is a note: "When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response."
 - Message Reason**: Response/Appeal to evaluation (Callout 5)
 - Deadline**: Oct 10, 2019 (Callout 6)
 - Section for Response ***: CANDIDATE'S ACKNOWLEDGEMENT OF THE DRTPC'S E (Callout 7)
- Share Files**: Files shared with this message can be viewed by the candidate after logging into Interfolio. Below is an "Add" button and a list of files: "Interfolio Fact Sheet - Review, Promotion & Tenure (1)" (Callout 8).

At the bottom of the form, there is a "Preview" button (Callout 8), a "Send" button (Callout 9), and a "Cancel" button.

1. Candidate's name & email address
2. Type in a subject line
3. Compose your message to the candidate in the message box.
4. Click on "Enable" under File Response at the right of the screen in order to allow the candidate to upload their response/appeal if applicable.
5. Enter a message
6. Set the deadline (10 calendar days) by referring to the rebuttal dates on the CPP RTP calendar.
7. Select the section under which the response/appeal from the candidate will appear once it is received.
 1. For example, if you are the DRTPC, then select the "Candidate's Acknowledgement of the DRTPC's Evaluation"
8. You can preview your message
9. click "Send" when ready. Please refer to the RTP calendar to verify by when the recommendation is due to the candidate.

Closing Out

Deadlines :

2nd & 3rd Year Reappointments: **February 15, 2021**

4th, 5th, 6th Year Reappointments and Tenure & Promotion to Associate Professor: **June 1, 2021**

Promotion to Full Professor: **June 15, 2021**

Final Notes:

Save all your documents.

Faculty Affairs will close the case at the end of the RTP cycle.

Questions:

Office of Faculty Affairs

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Interfolio

(877) 997-8807

9-6 Eastern Time M-F

help@interfolio.com