CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-002-167

Electronic Workflow for RTP

Faculty Affairs Committee   Date:

Executive Committee
Received and Forwarded   Date: 10/18/2017

Academic Senate   Date: 11/01/2017
                                                                   <u>First Reading</u>
                                                                   11/29/2017
                                                                   <u>Second Reading</u>

Referral

Electronic Workflow for RTP

Background

Please provide background on the need for this referral and how it will benefit the University. Clearly state the expected outcome(s) or action(s) requested.
Cal Poly Pomona continues to use a paper-based system for its Reappointment, Tenure, and Promotion (RTP) process. This system is outdated, cumbersome for RTP candidates as well as reviewers, not conducive to ensuring the proper security of RTP packages, and leaves many opportunities for (often inadvertent) policy violations. Article 11 (Personnel Files) and Article 15 (Evaluation) of the Unit 3 Collective Bargaining Agreement (CBA) allow for electronic storage and handling of personnel files (personnel action file, PAF) as well as RTP packages. The CBA officially refers to RTP packages as working personnel action files (WPAF). The office of Academic Planning, Policy, and Faculty Affairs routinely receives questions from RTP candidates, RTP committees, department chairs, and administrators regarding plans to implement an electronic workflow structure for RTP at Cal Poly Pomona (already common practice at many other universities). Several CSU campuses have implemented electronic workflow structures for RTP that are compliant with the Unit 3 CBA as well as local campus policies. While both in-house (e.g., using OnBase) and commercial platforms have been utilized, several CSU campuses have adopted the Interfolio platform (https://www.interfolio.com/) that has gained in popularity among universities nationwide primarily for its versatility in operationalizing the complexities of campus policies related to RTP procedures. With this referral, I would like to ask the Executive Committee of the Academic Senate to charge the Faculty Affairs Committee to research this topic, assess campus interest in implementing an electronic workflow system for RTP, revise Policy 1328 (RTP Policy and Procedures) as appropriate to allow for this change, and recommend a suitable web-based platform (in-house or commercial product).

Resources

Please provide a list of persons and documents that could be consulted for additional information on this topic.
- All faculty
- Department chairs
- Members of University RTP Committee
- Associate Deans
- Deans
- Weiqing Xie, California Faculty Association, Pomona Chapter President
- Martin Nakashima, California Faculty Association, Faculty Rights Chair
- Mary Lucero Ferrel, Faculty Affairs Specialist, Office of Academic Planning, Policy, and Faculty Affairs
- Anita Jessup, Director of Academic Personnel, Office of Academic Planning, Policy, and Faculty Affairs
- Sep Eskandari, Interim AVP for Academic Planning and Faculty Affairs

Discussion

A survey was sent out to all faculty asking their opinions on a 1 (very satisfied or very supportive) to 5 (very dissatisfied or very opposed) scale regarding the current paper RTP system as well as their level of support for an electronic RTP process. Respondents were not very satisfied with the existing paper-based RTP workflow ($M = 3.51$, $SD = 1.15$). Further, respondents reported **very high levels of support** for an electronic RTP (eRTP) workflow ($M = 1.52$, $SD = 0.92$). Further, satisfaction for the current system was significantly lower—and support for changing to an eRTP significantly higher—for junior faculty at the assistant rank.

Two concerns surrounding an eRTP process that were brought up by faculty in the open-ended portion of the survey were general security as well as user friendliness (ease of use). Based on these concerns, we investigated several workflow products. The committee rejected open-source products (such as On Base) because of concerns those products would not be user friendly. After looking at other CSU campuses that have experimented with eRTP products, the FAC decided that Interfolio was the best candidate for an eRTP system at Cal Poly Pomona. To verify this, we had Marshal Hill from Interfolio come to our meeting to put on a demonstration of the product. The product seemed like it would be appropriate for our needs at CPP.

After the discussion, the FAC thought it would be best to wait to change the university policies to accommodate an eRTP document after the product was selected. For instance, Policy 1328 1.7 states "the candidate shall sign and date each page of the RTP package"; however, the FAC committee believes that the nature of an electronic signatory process will likely be dependent on the product that is selected and that it would be premature to suggest language changes to the policy until a specific eRTP product was selected.

Recommendation

The Academic Senate recommends that Cal Poly Pomona move toward an electronic RTP system with a possible implementation for pre-RTP for the ~~Winter~~ Spring semester of 201~~8~~9. The Senate and the Administration will determine a~~if Interfolio would be a~~n appropriate system for an electronic RTP process. The Faculty Affairs Committee will remain involved during the selection, ~~the~~ testing, and implementation of an electronic RTP system.