

**PERIODIC EVALUATION OF PROBATIONARY FACULTY,
"MINI REVIEW" INSTRUCTIONS**

The periodic evaluation of probationary faculty in AY 2019-2020 will be conducted during Spring Semester 2020 and shall cover the period since appointment or latest review. The Annual Summary of Achievements (ASA) form and supporting material shall be uploaded to eFaculty by February 14, 2020.

AY 19 -20 REVISED Periodic Evaluation "Mini Review" of Probationary Faculty

Previous Due Date	Revised Due Date*	Activity
Friday, March 20	Friday, April 10	Committee evaluations uploaded to eFaculty.
Monday, March 23	Monday, April 13	Chair† evaluations uploaded to eFaculty. Department level evaluations opened to candidates for response.
Monday, April 6	Thursday, April 23	Candidate optional response and/or acknowledgement due in eFaculty.
Tuesday, April 7	Friday, April 24	Deans/Administrators may begin review in eFaculty.
Friday, May 1	Tuesday, May 12	Deans/Administrators submit evaluation in eFaculty.
Monday, May 11	Friday, May 22	Candidate optional response and/or acknowledgement due in eFaculty.
Monday, May 18	Friday, May 29	ASAs, Evaluations, and Optional Responses submitted to faculty Personnel Action File (PAF)

* All deadlines are 5:00pm on the date items are due unless UP – FA approves extensions.

† The terms department and chair are intended to include other equivalent units and positions of other names.

Background

The Annual Summary of Achievements (ASA) must be completed for Periodic Evaluation by probationary faculty each academic year they are not subject to a Performance Review (Retention, Tenure, and/or Promotion review). The ASA is reviewed by a department personnel committee, department chair (if not on the committee), and college dean, or their equivalents, and placed in the Personnel Action File (PAF).

The primary purpose of the review is developmental--to provide the candidate with a formative review of the 3 categories of achievement in University Policy S15-8, so as to encourage professional growth that will merit the award of tenure, and advancement in rank if applicable, by the end of the probationary period. All materials archived in eFaculty during the period of review will be available to reviewers. In the ASA, one may reference material in eFaculty without providing details found in eFaculty.

University Policy allows reviewers to focus only on the ASA and other required items (see below). However, it is in the best interest of the candidate to provide as much evidence of achievement in the tabs in eFaculty so that reviewers may provide higher quality feedback on achievements to date. While Periodic Evaluations do not result in recommendations for retention, tenure, or promotion, *evaluators may recommend that a candidate undergo a Performance Review the following year.*

Who Is Evaluated During Probationary Faculty Periodic Evaluations?

All probationary faculty who have not undergone a Performance Review (retention, tenure, promotion) during the current academic year, AY 2019-2020, shall undergo review.

Documents Required in eFaculty

To report achievements during the "period of review," the time since initial appointment or since your last Periodic Review or Performance Evaluation, please enter all accomplishments in "Activities" tabs in Faculty 180.

Required materials for the period of review—must be in eFaculty—include:

- Annual Summary of Achievements
- Current CV
- All SOTE/SOLATEs
- All Direct Observations of Teaching (or equivalent)
- All prior Periodic Evaluations and Performance Reviews since initial appointment.

In eFaculty "Activities," under the first tab, "RTP Dossier Documents (Front Matter)," you shall upload documents for items 2, 3, 4, 6, 7, and 8 as indicated below:

1. Department RTP Guidelines (if any)
2. Tenure-clock stop memos (if applicable)
3. Comprehensive Curriculum Vitae
4. Letter of Appointment
5. Candidate's Narrative Statement
6. Prior evaluations

Annual Summary of Achievements (ASA) form is submitted under Item 5, Candidate's Narrative Statement. [The ASA form can be found on the UP – FA website](#). The ASA is a brief statement (no more than 2 pages) consisting of:

1. A report of accomplishments in the following areas:
 - a. Academic Assignment - (Teaching for most faculty)
 - b. Service
 - c. Research, Scholarship, and Creative Activity
2. Discussion of works in progress and/or activities to improve performance.

Prior Evaluations, Item 6, shall be a compilation the front matter from prior evaluations/review organized in reverse chronological order. Prior evaluations materials include:

Items from prior periodic evaluations (or mini reviews):

- Academic Year Summary of Achievements
- Annual Evaluation Forms (committee, chair, dean comments)
- Responses or rebuttals (if any), and

Items from any prior performance review (or retention review):

- Decision letter
- All evaluations/recommendations, both **administrative** (Provost, AVP Faculty Affairs, Dean, Chair, etc.) and **committee** (URTP, college, department, etc.)
- Responses or rebuttals (if any)
- Chair's Description of Academic Assignment
- Approved RTP guidelines in effect at the time (if any)
- CV
- Dossier Index (append late add list, if any)

Pursuant to Article 15.12 a. of the CSU/CFA Collective Bargaining Agreement (CBA), faculty members subject to review "shall be responsible for the identification of materials [they] wish to be considered, as well as materials required by campus policy, and for the submission of such materials as may be accessible to [them]." ***The failure to submit required documentation or otherwise cooperate in the evaluation process may be taken into consideration in the faculty member's evaluation.***

Once submitted, items in eFaculty are designated as the **Working Personnel Action File (WPAF)**. Additional documentation from the period of review may be provided by the faculty member or gathered by the Department and shall be included in the WPAF and considered in the evaluation.

Evaluation Process

Department Level

A Department **committee of tenured faculty** elected by the probationary and tenured faculty conducts a formative evaluation using the ASA and other material in eFaculty.

If the Department Chair is **not** part of the committee, the Chair may submit a separate formative evaluation as part of the review process.

In department level evaluations, all materials in the faculty member's WPAF are considered. A written statement is produced and shared with the faculty member. The goal is to provide the candidate with a formative review of all 3 categories of achievement in University Policy S15-8, so as to encourage professional growth that will merit the award of tenure, and advancement in rank if applicable, by the end of the probationary period.

Within ten calendar days of the department level evaluation, a faculty member may submit a response/rebuttal to the Department's evaluation(s). After ten days, the WPAF, Department level evaluation(s), and any response/rebuttal shall be forwarded to the Dean's office for review.

College Level

All "mini review" faculty are evaluated by the appropriate administrator (the dean or designated administrator). In **college level evaluations**, the following are reviewed:

1. All materials in the faculty member's WPAF
2. Department level evaluation(s)
3. Any response/rebuttal to the department level evaluation(s)

Following review, the college must provide the faculty member and department with a copy of the completed evaluation. Within ten calendar days, the faculty member may then respond to and/or rebut the evaluation. The ASA, evaluations, and optional responses become part of the faculty member's PAF.