

The *Electronic* Appendix to the Portfolio
May 5, 2009

1. Accompanying the main Portfolio binder is an Electronic Appendix (hereafter referred to as the E-Appendix) that contains supporting material that document your performance during the review period.
The Electronic Appendix includes evidence that documents the teaching, scholarly/creative, and service performance that you describe in the narrative self-assessments in the main Portfolio.
2. The E-Appendix is divided into three sections: Appendix I - Teaching, Appendix II - Scholarly and Creative Activity, and Appendix 3 - Service. See UPS 210.000 Section III.B.5 for a detailed description of what is required in each of these categories.
3. There is a folder named "Raw Data" under Appendix I (Teaching), where you must include all student opinion questionnaires with individual student ratings and comments from all courses that were evaluated.
 - a. The raw data information may be downloaded to the E-Appendix.
 - b. Or if you only have access to hard copies of the raw data, these may be placed in a binder separate from the main portfolio. But be sure to note in the E-Appendix that you are submitting hard copies of the raw data in a separate binder.
 - c. In the Table of Contents, faculty should state, in parentheses (), whether the material is in paper or digital format.
4. The E-Appendix covers the period of time from your tenure-track appointment to the present. It also includes service credit years, if you received service credit at the time you were hired. Do not put materials from before the start of your tenure-track appointment (or the start of your service credit years) in your E-Appendix.
5. Place a copy of the Table of Contents of the E-Appendix in the following areas:
 - a. A hard copy in the main portfolio
 - b. An E-copy at the front of each E-Appendix section.

**Ad hoc committee to study use of Electronic Portfolios for RTP in a pilot
Recommendations to the Faculty Senate Executive Committee
May 5, 2009**

Given the charge to explore less paper-intensive methods for the submission and evaluation of documents related to the Retention, Tenure, and Promotion process, the Committee makes the following three overarching recommendations.

1. The Committee recommends continuation of long-term planning efforts regarding electronic submission and evaluation of RTP materials. There is a precedent for electronic (often online) submission and evaluation as part of the RTP process at institutions within the University of California and at other institutions.
2. Within the CSU, however, the Collective Bargaining Agreement (CBA) has language regarding submission and evaluation of materials submitted for the RTP process. The Committee is mindful of this fact and recommends that future efforts to revise RTP documentation, submission, and evaluation processes be done with careful attention to and consideration of the provisions of the CBA.
3. With CBA concerns in mind, the Committee recommends that a pilot project be put in place for RTP submissions during the 2009/2010 academic year. The pilot is entitled, "Optional Digital Appendices." The remainder of this document explores the Committee's recommended pilot project.

**Optional Digital Appendices
Recommendations**

1. No changes are to be made to the Portfolio proper (main binder). The Portfolio proper is to remain a hard copy document, that is, a binder with paper organized according to the sections delineated in UPS 210.000.
2. Materials in the appendices may be submitted digitally. "Digitally" here means "stored on a CD or DVD." There is to be no online submission of materials. (*Note: UPS 210.000 does not prohibit digital submission of appendix materials, and many department personnel standards recognize digital submission of certain types of work as acceptable and appropriate. Examples include recordings of creative works such as musical pieces and movies.*)
3. Submission of digital appendices is optional. Faculty are to choose which (if any) of their appendix materials they wish to submit digitally.
 - a. Faculty who wish to continue to submit paper copies of their appendix materials may do so by submitting traditional binders.
 - b. Faculty who wish to submit all appendix materials digitally may do so.
 - c. Faculty who wish to submit some materials in binders and some materials digitally may do so. For example, a faculty member might wish to submit existing materials (materials gathered prior to Fall 2009) in binders and submit new materials (materials submitted for the first time during Fall 2009) digitally.
4. All appendices, whether paper or digital, will continue to be organized according to the specifications and numbering provided in UPS 210.000 and in approved Department Personnel Standards. In

addition to being consistent with 210.000 requirements, this also ensures a degree of consistency across diverse departments.

5. No changes regarding the process or format of the evaluation of RTP materials will occur. All evaluators will read the Portfolio and its appendices (paper or digital) under conditions in place in the past.
6. The committee recommends that appropriate CSUF offices develop templates and related support materials to assist interested faculty in creating Optional Digital Appendices. Examples include templates with required UPS 210.000 sections, menus and sample digital appendices. These are to be made available to faculty; optional training sessions to implement these will be employed. Offices such as Information Technology and Faculty Affairs and Records have expressed willingness to lead such endeavors.

This section was added to ASD 09-104 FAC

Faculty Affairs Committee Response to Report from eRTP Ad Hoc Committee

From: Qian, Maijian
Sent: Wednesday, May 06, 2009 7:58 AM
To: Hewitt, A. Scott
Cc: Miller, Marilyn; CFA President,; Dietz, James; Graboyes, Robin; Guerin, Diana; Ibrahim, Zaky; Kanel, Kristi; Matz, Irene; Nyaggah, Mougo; Tumlinson, Charles
Subject: e_RTP response from FAC

Dr. Hewitt,

The following is the response from FAC after reviewing the e-RTP document:

Faculty Affairs Committee (FAC) reviewed the e-RTP document and met with members of the e-RTP ad hoc committee on May 5, 2009. FAC voted to postpone taking any position on e-rtp until next semester. This will give the committee an opportunity to see the results of the Statement of Opinion on the current Academic Senate election ballot. At this time, the committee would like more time to review the Statement of Opinions from the recent Senate election, review links to campuses who have implemented this change, and discuss the findings before responding to this proposal.

Maijian Qian

Committee Membership	Office X	Office Loc.	Department	Constit.	Dept.Loc.	Dept X	Term
FACULTY AFFAIRS		6 faculty, any College or Other					
Maijian Qian, Co-chair	3680	MH-182G	Mathematics	CNSM	MH-154	3631	2009
Charles Tumlinson	5523	PAC-163	Music	ARTS	PA-220	3511	2009
Kristi Kanel	2644	EC-476	Human Services	HHD	EC-105	8444	2009
Mougo Nyaggah *	2827	LH-402	History / CFA President	SOC SCI	H-815F	3474	2010
Irene Matz, Co-Chair	4418	CP 450-02	Assoc Dean-COMM	COMM	CP-450	3355	2010
Zaky Ibrahim	8241	UH-309	Comparative Religion	HUM	UH-313	2442	2010
Jim Dietz	2616	MH-133A	Acting Associate VP-AA	Admin	MH-133	2616	non-voting
Diana Guerin	2155	EC-530	Child & Adol.Studies-HHD	CSU Senate	EC-105	2255	Ex Liaison

cc: Robin Graboyes X 3824

cc: Amy Alspaugh X 2616

ASD 08-180

consent

cal. AS

1/29/09

2/24/09

timeline

3/1/09

Dietz on com

Ad Hoc: To Study Use of Electronic Portfolios for RTP Process in a pilot						
Resolution passed 11/20/08	REPORT	DUE to A.S.	By March 1, 2009	College	Term	
Andi Stein	Prof	H. Comm	recently tenured Assoc	COMM		
Dennis Siebenaler	Prof	Music	recently tenured Assoc	ARTS		
Andrea Guillaume	Prof	Elem & Bil Ed	Served on Dept Pers Com	EDUC		
Martin Bonsangue, Chair	Prof	Mathematics	Served on Dept Pers Com	CNSM		
Betty Chavis	Prof	Accounting	Dept Chair	MCBE		
Leah Brew	Prof	Human Svcs	Dept Chair	HHD		
Tom Klammer	DEAN		sick leave Jan 09			
Roberta Rikli	DEAN	HHD	Dean	HHD		
Mougo Nyaggah	CFA Pres					
Amir Dabirian	CITO					Ex O
Jim Dietz	Acting	AssocVP-AA				Ex O
Robin Graboyes	Dir	FAR				Ex O

**STATEMENTS OF OPINION RESULTS
ALL-UNIVERSITY ELECTION - SPRING 2009**

2) The following questions refer to the retention, tenure and promotion process, both for the individuals who prepare the files and those who review the files.

(1=strongly disagree; 2=disagree; 3=no opinion; 4=agree; 5=strongly agree)

a) The complete file should be provided in electronic format (e.g., CD, DVD).

FULL-TIME ELECTORATE RESPONSES	
86	Strongly Disagree
85	Disagree
83	No Opinion
118	Agree
90	Strongly Agree

PART-TIME ELECTORATE RESPONSES	
11	Strongly Disagree
7	Disagree
34	No Opinion
22	Agree
17	Strongly Agree

b) The complete file should be provided on-line.

FULL-TIME ELECTORATE RESPONSES	
109	Strongly Disagree
84	Disagree
87	No Opinion
97	Agree
82	Strongly Agree

PART-TIME ELECTORATE RESPONSES	
14	Strongly Disagree
10	Disagree
27	No Opinion
21	Agree
18	Strongly Agree

c) Only the appendix should be provided electronic format (e.g., CD, DVD).

FULL-TIME ELECTORATE RESPONSES	
114	Strongly Disagree
137	Disagree
129	No Opinion
49	Agree
24	Strongly Agree

PART-TIME ELECTORATE RESPONSES	
13	Strongly Disagree
23	Disagree
49	No Opinion
5	Agree
0	Strongly Agree

d) Only the appendix should be done on-line.

FULL-TIME ELECTORATE RESPONSES	
134	Strongly Disagree
136	Disagree
128	No Opinion
36	Agree
17	Strongly Agree

PART-TIME ELECTORATE RESPONSES	
12	Strongly Disagree
21	Disagree
51	No Opinion
5	Agree
0	Strongly Agree

e) Don't change the current practice.

FULL-TIME ELECTORATE RESPONSES	
120	Strongly Disagree
94	Disagree
94	No Opinion
70	Agree
70	Strongly Agree

PART-TIME ELECTORATE RESPONSES	
10	Strongly Disagree
19	Disagree
38	No Opinion
13	Agree
7	Strongly Agree

