

Instructions for Digitizing RTP Documents for Use with Interfolio

The following items need to be scanned from faculty Permanent Personnel Action Files (PPAFs) in PDF format. The instructions below pertain to Performance Reviews but can be adapted for Periodic Reviews as well.

For all probationary faculty, including faculty who are applying for tenure and promotion to associate:

Please scan previous evaluation documents/rebuttals for every level of review for periodic and performance evaluations (grouped by performance review periods, which should then be reusable) and additional materials from the PPAF as applicable, since faculty started their probationary appointment. Initial appointment letter to Assistant Professor should be included as part of the upload.

1.

LABEL: PREVIOUSSEVALS_FACULTY LAST NAME_YEARS INCLUDED

Tenure/Promotion Example: PREVIOUSSEVALS_WONG_2018-2019

PREVIOUSSEVALS_WONG_2019-2020_and_2020-2021

PREVIOUSSEVALS_WONG_2021-2022_and_2022-2023

*Upload should be completed **two weeks before file closure** allowing faculty time to respond to previous evaluations in their narrative, as required.

2. Please scan all student opinion surveys summary score sheets (grouped by performance review periods, which should then be reusable)) since they started their probationary appointment as PDF(s).

LABEL: SOS_FACULTY LAST NAME_YEARS INCLUDED

Tenure/Promotion Example: SOS_WONG_2018-2019

SOS_WONG_2019-2020_and_2020-2021

SOS_WONG_2021-2022_and_2022-2023

*Upload should be completed **two weeks before file closure** allowing faculty time to respond to student opinion survey summary scores in their narrative, as required.

3. Please scan all peer observations (grouped by performance review periods, which should then be reusable)) since they started their probationary appointment as PDF(s).

LABEL: PEEROBS_FACULTY LAST NAME_YEARS INCLUDED

Tenure/Promotion Example: PEEROBS_WONG_2018-2019

PEEROBS_WONG_2019-2020_and_2020-2021

PEEROBS_WONG_2021-2022_and_2022-2023

*Upload must be completed **two weeks before file closure** allowing faculty time to respond to peer observations in their narrative, as required.

For Tenured Faculty Promotion to Full:

1. Please scan all student opinion surveys since the promotion to Associate as one PDF.

LABEL: SOS_FACULTY LAST NAME_YEARS INCLUDED

Example, SOS_HILL_2019-2023

*Upload should be completed **two weeks before file closure** allowing faculty time to respond to student opinion survey summary scores in their narrative, as required.

2. Please scan all peer observations since the promotion to Associate (one PDF).

LABEL: PEEROBS_FACULTY LAST NAME_YEARS INCLUDED

Example, PEEROBS_HILL_2013-2017

*Upload must be completed **two weeks before file closure** allowing faculty time to respond to peer observations in their narrative, as required.

3. Please scan previous evaluation documents/rebuttals for every level of review for post-tenure review and any prior performance reviews for promotion to full professor since the promotion to Associate (one PDF). Initial appointment letter as an Associate Professor or promotion appointment letter to Associate Professor from Provost should be included.

LABEL: PREVIOUSSEVALS_FACULTY LAST NAME_YEARS INCLUDED

Example, PREVIOUSSEVALS_HILL_2019-2023

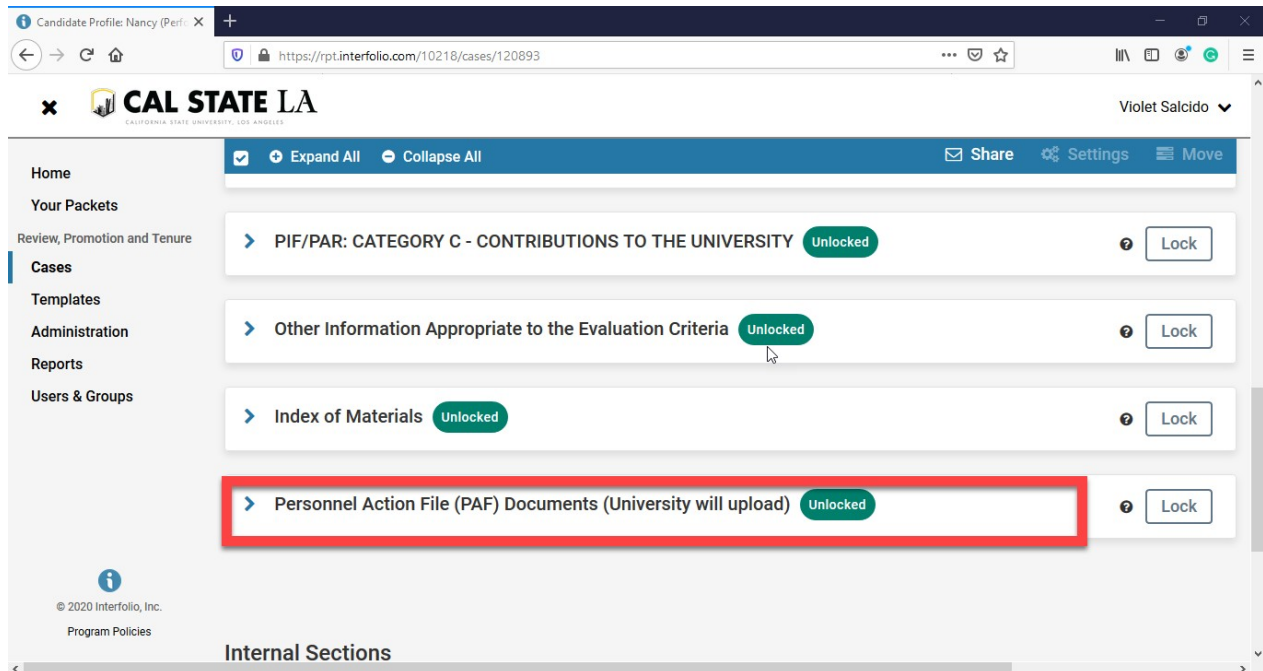
*Upload must be completed **two weeks before file closure** allowing faculty time to respond to previous evaluations in their narrative, as required.

Example, *PREVIOUSEVALS_WONG_2018-2023*

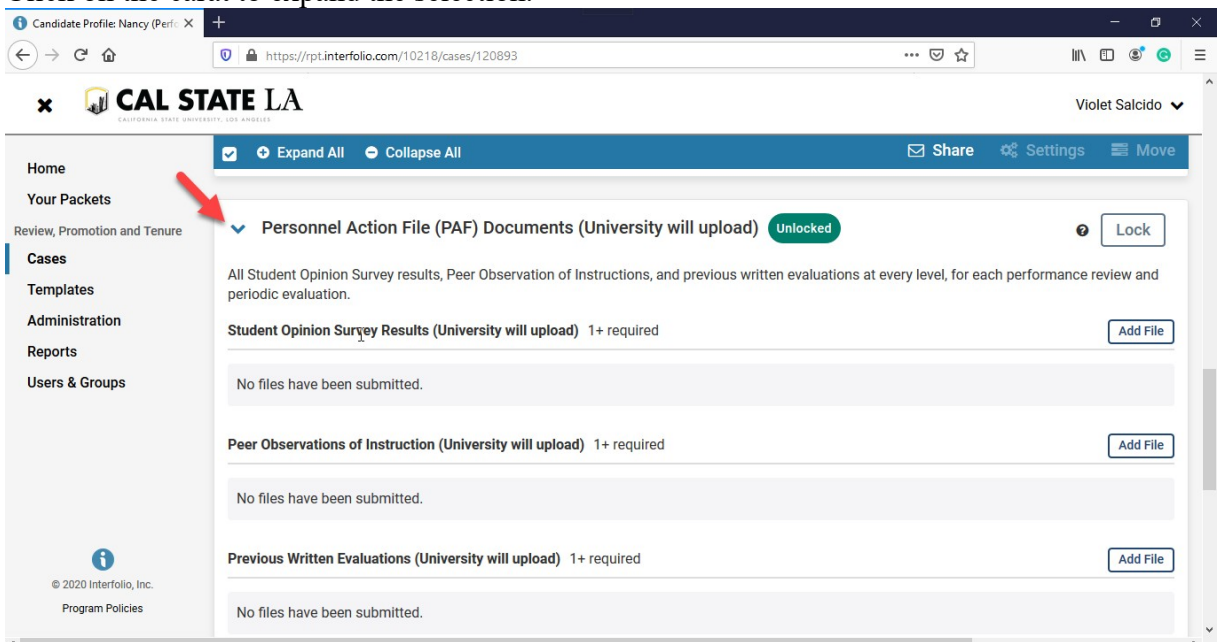
*Upload should be completed **two weeks before file closure** allowing faculty time to respond to previous evaluations in their narrative, as required.

To Upload Files:

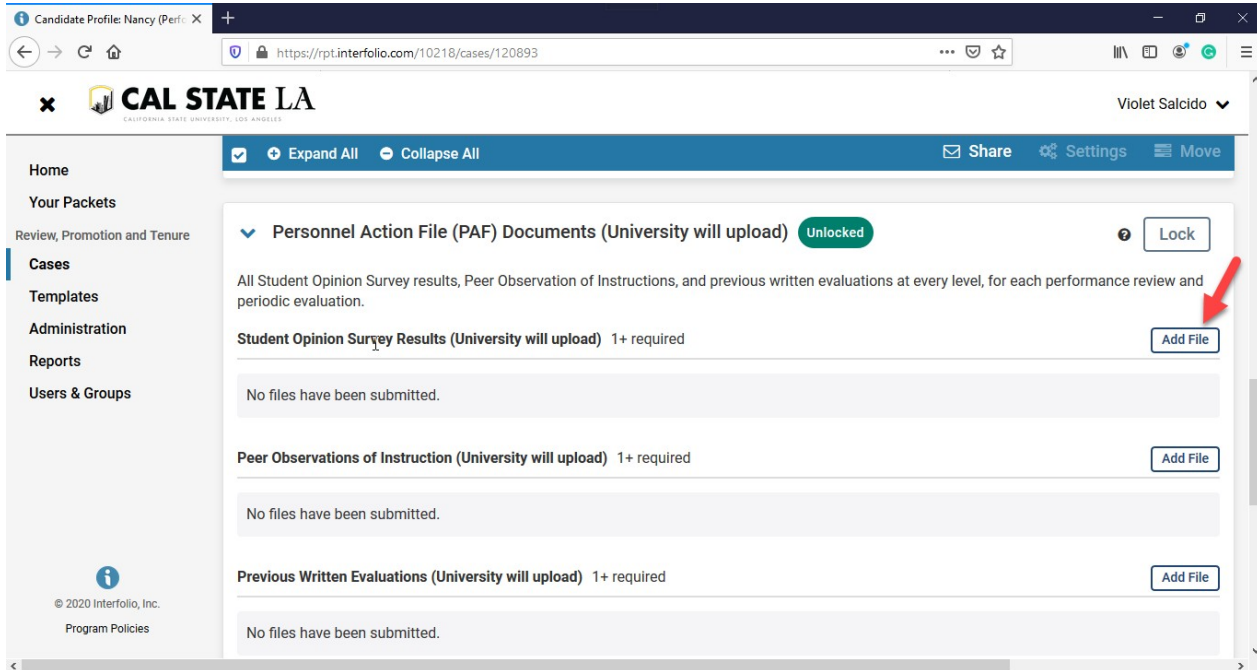
1. Click on a faculty case.
2. Scroll down to “Personnel Action File (PAF) Documents (University will upload)”



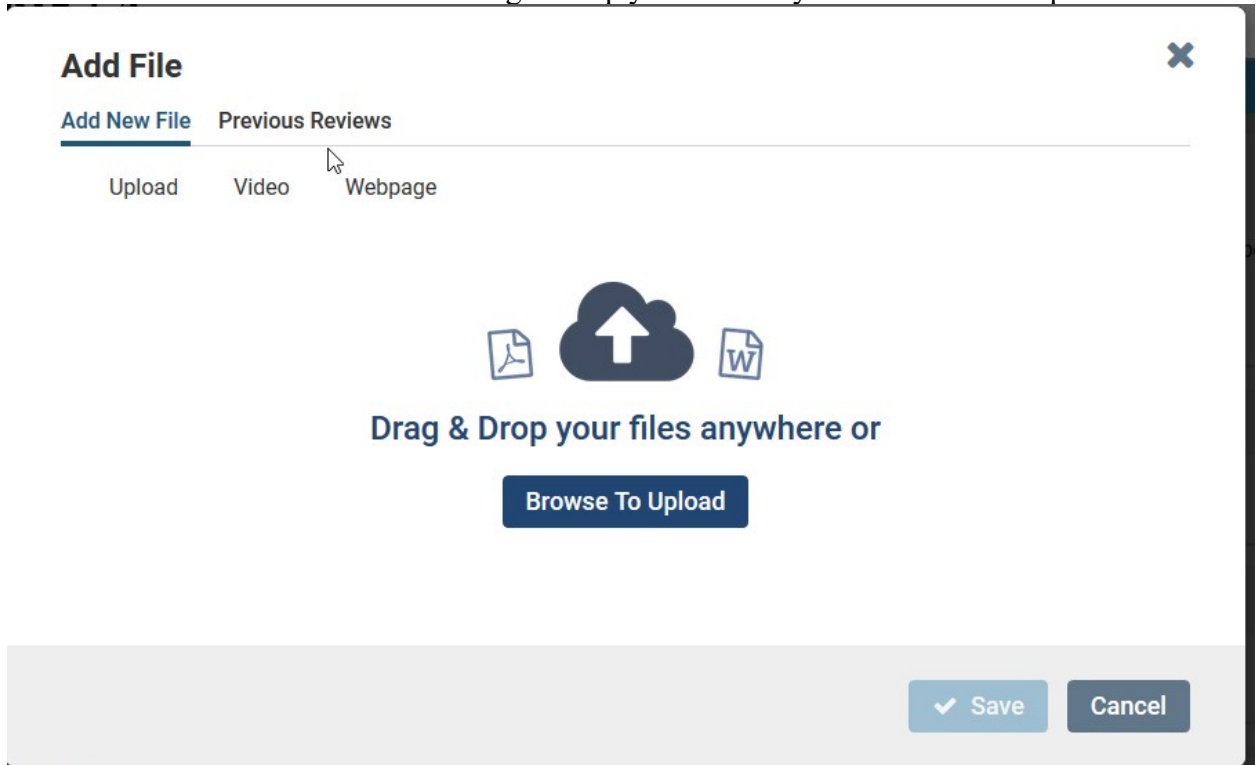
3. Click on the carat to expand the selection.



4. Click on “Add File”



5. Click on “Add New File.” You can drag & drop your files or you can browse to upload.



6. After you upload the files, click on “Save.”

Add File ✕

Add New File Previous Reviews

Upload Video Webpage

Name

Deans Assistants- Instructions for Digitizing RTP Documents for Use with Interfolio ✕

