

### Welcome to the 2024-2025 Academic Year!

Dear Faculty,

Please read this message carefully (also posted as a memo on the FAR site). There is **CRITICAL INFORMATION** below about:

- COVID-19 Changes
- RTP, including
  - Department Personnel Standards
  - Early Tenure/Promotion
  - Promotion
- Post-tenure Review
- Lecturer evaluations
- Classroom Observations & Student Opinion Questionnaires
- The Faculty Handbook
- Timetables/timelines for Evaluation

Workshops: FAR is offering a number of workshops to support candidates and evaluators with evaluation processes and Interfolio. Please visit the [FAR Calendar](#) for details.

Please do not hesitate to contact me or Faculty Affairs and Records (657-278-2125; [FAR@fullerton.edu](mailto:FAR@fullerton.edu)) if you have any questions about faculty evaluation processes. Faculty Affairs and Records looks forward to working with you and serving as a resource during your Cal State Fullerton career. Have a fulfilling and productive semester!

Sincerely,

Mark Carrier

Executive Director, FAR

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## GENERAL INFORMATION

- [Article 15 of the current Collective Bargaining Agreement describes evaluation requirements and types.](#)  
**All probationary, tenured, and temporary faculty evaluations occur through Interfolio.**

### SOQs AND OBSERVATIONS OF INSTRUCTION

- The University Policy Statement on Observations of Instruction (210.080; 7/10/2024 version) explains the purpose and scheduling of observations and [is available from the Academic Senate.](#)
- The University Policy Statement on Policies, Procedures, and Guidelines for the Administration of Student Opinion Questionnaire (SOQ) Forms (220.000; 7/10/2024 version) [is available from the Academic Senate.](#)
  - **All Fall 2024 SOQs will be administered digitally with a student response window from Saturday,**

**November 9 through Friday, November 29.**

## FACULTY HANDBOOK

▪ The 2024-2025 Faculty Handbook is designed to provide faculty members with information directly related to their responsibilities in teaching, research/scholarly and creative activities, and service, including but not limited to academic, enrollment, and student services; faculty appointments, evaluation, reappointment, and promotion; and faculty leaves and benefits.

# RETENTION, TENURE, AND PROMOTION

Click [here](#) for important changes to the RTP process for the 2024-2025 academic year, including changes in Chair eligibility for reviews, use of AI, and others.

The [2024-2025 Timetables for Evaluation of Probationary and Tenured Faculty](#) were approved by Provost Dabirian on May 17.

- Please note that probationary faculty in their second year of service (regardless of any service credit) will undergo their first full performance review with their Interfolio packet due to their Chair by **5pm on Monday, September 16**.
  - For all other probationary and tenured faculty undergoing full performance review, the Interfolio packet is due by **5pm on Tuesday, October 1**.
  - Probationary faculty scheduled for an abbreviated review also have an **October 1 deadline** for their Interfolio packet.
- The University Policy Statement on Tenure and Promotion Personnel Procedures (210.000; 7/10/2024 version) explains retention, tenure, and promotion procedures and [is available from the Academic Senate](#).

## DEPARTMENTAL PERSONNEL STANDARDS

- Evaluation criteria for tenure-track faculty at CSUF come in the form of Departmental Personnel Standards. [The current, approved standards are available from FAR](#).
- The University Policy Statement on Tenure and Promotion Personnel Standards (210.002; 3/22/2023 version) establishes retention, tenure, and promotion standards and [is available from the Academic Senate](#).
- FAR has compiled an [overview of the specific DPS requirements for the evaluation of tenure-track instructional faculty](#) per the newest version of UPS 210.002.
  - **All DPS documents must conform with UPS 210.002 and most will require revisions. Departments are encouraged to submit their revised DPS documents to their College Personnel Standards Review Committee as soon as possible, but no later than *September 20, 2024*. Please contact Mark Carrier for resources and guidance.**

## EARLY TENURE/EARLY PROMOTION

Probationary faculty who are applying for early tenure and/or early promotion must submit the [Early Tenure/Promotion Request Form](#) to FAR by **September 6**.

## PROMOTION TO FULL

Tenured faculty who are applying for promotion must submit the [Promotion Declaration Form](#) to FAR by **September 6**. Please note that this declaration form is required to be submitted by all tenured Associate Professors, Associate Librarians, and SSP-AR II Counselors at the beginning of their fifth year in rank. Those wishing to opt-out and not be considered for promotion will undergo post-tenure review.

# POST-TENURE REVIEW

- The University Policy Statement on the Periodic Evaluation of Tenured Faculty (210.020; 1/25/2023 version) explains post-tenure review policies and procedures and [is available from the Academic Senate](#).

The [2024-2025 Timetable for Periodic Evaluation of Tenured Faculty](#) was approved by Provost Dabirian on May 17. The Interfolio packet for tenured faculty with a required post-tenure review is due by **5pm on Tuesday, October 1**.

# LECTURER EVALUATIONS

The [2023-2024 Timetables for Evaluation of Lecturers](#) were approved by Provost Dabirian on May 17. While most of these evaluations will occur in the Spring semester, there is a Fall evaluation cycle for those Lecturers who only teach in Fall or for whom Fall 2024 is their second semester of teaching at CSUF.

The Interfolio packet due date for the Fall cycle is **October 1** and for the Spring cycle it is **February 17, 2025**.

- Evaluation criteria for temporary faculty at CSUF may come in the form of Department Standards for Lecturer Faculty. [The current, approved standards are available from FAR](#).
- The University Policy Statement on the Evaluation of Lecturers (210.070; 6/3/2021 version) explains the evaluation criteria, policies, and procedures for temporary faculty and [is available from the Academic Senate](#).

*(This message serves as notification and distribution of resources per the Unit 3 Collective Bargaining Agreement and our University Policy Statements.)*

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