|  |  |
| --- | --- |
|  | 2024-2025RTP Probationary Year 3/5Abbreviated Review Form |

The Department Personnel Committee, Department Chair, and Dean are to use this form to prepare their written statement on the candidate’s Working Personnel Action File. Per [UPS 210.000](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20210.000.pdf) I.K.: “The DPC, the Department Chair, and the Dean (or equivalent) shall provide a written statement with rationale. At a minimum, the signed rationale shall indicate that the file has been reviewed, evaluated, and the faculty member is making progress towards tenure according to the [Department Personnel Standards](http://www.fullerton.edu/far/dps/index.php), or, in the absence of such standards, [UPS 210.002](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20210.002.pdf).”

Responsibilities during the Review Process:

* Upload a completed copy of the written statement to the “Case Details” page of each assigned Interfolio Case
* Forward the case to the next review level by the appropriate deadline on Timetable #3 (Department Chairs and Deans ONLY)

Resources:

* DPC
	+ [Uploading required documents to Interfolio Cases](https://csuf-far.screenstepslive.com/a/1407264-fulfilling-the-required-item-condition-for-each-case#the-required-items-box)
* Department Chair
	+ [Uploading required documents to Interfolio Cases](https://csuf-far.screenstepslive.com/a/1404811-fulfilling-the-required-item-condition-for-each-case#the-required-items-box)
	+ [Forwarding Interfolio Cases](https://csuf-far.screenstepslive.com/a/1404808-how-to-forward-your-cases-to-the-next-review-level)
* Dean
	+ [Uploading required documents to Interfolio Cases](https://csuf-far.screenstepslive.com/a/1407704-fulfilling-the-required-item-condition-for-each-case#the-required-items-box)
	+ [Forwarding Interfolio Cases](https://csuf-far.screenstepslive.com/a/1407705-how-to-forward-your-cases-to-the-next-review-level)

*\* Please Note: Evaluators* ***SHOULD NOT*** *share the written statements with the candidates nor administer a rebuttal period (this is done by FAR at the end of the process).*

|  |
| --- |
| **Complete the fields in the table below, drop-down menus have been added to a few fields. DPC member names shall be listed in alphabetical order. Delete any Evaluator Name fields that are not needed. As you begin editing this form, save it using a descriptive filename (“DPC Abbreviated Review of Tuffy Titan.docx”). Once the written statement has been finalized, enter the date that it was completed, save the file, and upload it to Interfolio.**  |

|  |  |
| --- | --- |
| **Department** |  |
| **Candidate Name** |  |
| **Candidate Status (PY3 or PY5)** | Choose an item. |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Date Written Statement Completed** | Click or tap to enter a date. |

|  |
| --- |
| **Written Statement:** |