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|  | 2024-2025  RTP Full Performance Review  Departmental Evaluation Form |

The Department Chair and the Department Personnel Committee are to use this form to prepare their recommendation based on the evaluation of the candidate’s Working Personnel Action File. This recommendation shall be based upon approved [Departmental Personnel Standards](http://www.fullerton.edu/far/dps/index.php) (or [UPS 210.002](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20210.002.pdf)) and provide written reasons for the recommendation. Please pay close attention to the deadlines for these recommendations and remember the Evaluations is ***SEPARATE*** from the Recommendation.

Responsibilities:

* Department Chair
  + Upload a completed copy of this form and the Recommendation [form](https://www.fullerton.edu/far/evaluations/RTPRecommendationForm.docx) to the “Required Items Box” on the “Case Details Page” of each assigned Interfolio case
    - See this [tutorial](https://csuf.screenstepslive.com/s/23468/a/1404811-fulfilling-the-required-item-condition-for-each-case) for a step-by-step outline
  + Run **two** rebuttal periods for all uploaded documents:
    - Stage #1 – Share the Chair Evaluation through Interfolio with the faculty member under review
      * See this [tutorial](https://csuf.screenstepslive.com/s/23468/a/1404812-conducting-the-rebuttal-period-through-interfolio#dprc-evaluation) for a step-by-step outline
    - Stage #2 – Share the Department Chair Recommendation through Interfolio with the faculty member under review
      * See this [tutorial](https://csuf.screenstepslive.com/s/23468/a/1404812-conducting-the-rebuttal-period-through-interfolio#stage-2-chair-recommendation) for a step-by-step outline
    - Notify the DPC if and when any rebuttals are filed by the faculty member under review
  + Forward all cases to the Dean Review level when the second rebuttal period has concluded
    - See this [tutorial](https://csuf.screenstepslive.com/s/23468/a/1404808-how-to-forward-your-cases-to-the-next-review-level) for a step-by-step outline

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| **Complete the fields in the table below drop-down menus have been provided in some of the 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 Evaluation of Tuffy Titan.docx”). Once the written assessment has been finalized, enter the date that the evaluation was completed, save the file, and upload it to Interfolio.** |

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| **Department** |  |
| **Candidate Name** |  |
| **Candidate Rank** | Choose an item. |
| **Candidate Status (PY number or tenured)** | Choose an item. |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Date Evaluation Completed** | Click or tap to enter a date. |

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| **Written Assessment of Performance:** |