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|  | 2024-2025  RTP Full Performance Review  Recommendation Report Form |

All RTP Evaluators are to use this form to prepare their evaluation/recommendation of the candidate’s Working Personnel Action File. The recommendation shall be based upon approved [Departmental Personnel Standards](https://www.fullerton.edu/far/evaluations/dps.html) (or [UPS 210.002](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20210.002.pdf)) and provide written reasons for the specific recommendation. Please pay close attention to the deadlines for these evaluations.

Responsibilities for Review Step:

* Evaluate submitted materials against criteria appropriate DPS or UPS 210.002
* Upload a completed copy of the Recommendation Report to the “Required Items” box on the “Case Details” page of each assigned Interfolio Case
* Conduct a Rebuttal Period through the Interfolio Platform for each assigned Interfolio case
* Share copies of any rebuttals filed in response to shared documentation (Department Chairs and Deans ONLY)
* Forward Case to Next Review Level (Department Chairs and Deans ONLY)

Resources:

* [DPC’s Chapter of RTP Reviewer’s Guide](https://csuf-far.screenstepslive.com/m/101794/c/351955)
* [Department Chair’s Chapter of RTP Reviewer’s Guide](https://csuf-far.screenstepslive.com/m/101794/c/351893)
* [Dean’s Chapter of RTP Reviewer’s Guide](https://csuf-far.screenstepslive.com/m/101794/c/351894)

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| **Complete the fields in the table below, drop-down menus have been added to a few fields. Note that each case’s recommendations are available in the link provided below. As you begin editing this form, save it using a descriptive filename (“DPC Recommendation Report of TuffyTitan.docx”). Once you have finalized the Recommendation Report, 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. |
| **Recommendation (see summary** [**here**](https://csuf.screenstepslive.com/s/23468/a/1407700-review-step-introduction#summary-of-rtp-recommendations)**)** |  |
| **Evaluator’s Name** |  |
| **Evaluator’s Name** |  |
| **Evaluator’s Name** |  |
| **Evaluator’s Name** |  |
| **Evaluator’s Name** |  |
| **Date Evaluation/Recommendation Completed** | Click or tap to enter a date. |

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| **Recommendation Report:** |