

Tenure Track Faculty Evaluation 101

Oct 23, 2025

Quick recap

The session focused on explaining the tenure and promotion review processes at CSULB, including key terminology, evaluation types, and the 6-year review timeline. Somone Washington, the Office of Faculty Affairs Analyst, covered various aspects of faculty evaluations, from professional development plans to periodic mini evaluations, while discussing the role of service credit years and the sequence of evaluations. The session concluded with details on handling open period letters and letters of recommendation, document management in Interfolio, and best practices for preparing for reviews, including guidance from the SPOT Team on student teaching evaluations.

Next steps

- All tenure-track faculty to review the probationary review map on the [Office of Faculty Affairs evaluations website](#) to understand their evaluation timeline.
- All tenure-track faculty to consult with their department chair to determine whether they will complete a Professional Development Plan or periodic mini-evaluation for their first year.
- All tenure-track faculty to review the [RTP policies](#) on the Office of Faculty Affairs website.
- All tenure-track faculty to attend [RTP workshops](#) in August/September to prepare for upcoming evaluations.
- All tenure-track faculty to begin using their [Interfolio dossier](#) to store and organize evaluation materials.
- All tenure-track faculty to develop a naming convention for documents uploaded to Interfolio to maintain proper organization.
- All tenure-track faculty to submit Interfolio sections before the deadline day to avoid system bottlenecks.
- All tenure-track faculty to save evaluation recommendation documents in their Interfolio dossier for future reference.
- All tenure-track faculty to consult with [Dave Scozzaro](#) from the SPOT Team regarding how to efficiently include teaching evaluation reports in their RTP files.

Summary

Tenure Track Faculty Evaluation Overview

Somone Washington, the Analyst for the Office of Faculty Affairs, led a session on Tenure Track Faculty Evaluation 101. She introduced key terms, explained the probationary review map, and outlined the 6-year review process. Somone covered where to find related [RTP policies](#) and provided a tour of the [Office of Faculty Affairs evaluations website](#). She also discussed the definitions of various evaluation types, including [professional development plans](#) and [periodic mini-evaluations](#). The session was recorded, and participants were encouraged to ask questions at the end.

CSULB Probationary Review Process

The meeting focused on explaining the probationary review process and related terminology at CSULB. The presenter explained that the Professional Development Plan is still a paper workflow but is being strategically planned to be added to Interfolio. She defined key terms including "candidate packet" (materials submitted for review) and "candidate case" (evaluation documents from various stakeholders). The presenter also shared a [probationary review map](#) showing the 6-year review period, which can be extended to 7 years if a leave is taken, and explained the sequence of evaluations including [periodic mini reviews](#), [retention reviews](#), and [tenure and promotion reviews](#) based on service credit years.

Tenure and Promotion Review Policies

The session covered the process and policies for tenure and promotion reviews, including the timeline for evaluations, the role of service credit years, and the alignment of department and college policies with the new university policy. The presenter explained the structure of the evaluations website, highlighting key resources such as instructional memos, [deadlines](#), [forms](#), and [Interfolio guides](#) for candidates and evaluators. She emphasized the importance of consulting with department chairs for specific requirements and encouraged participants to attend workshops for further support and guidance.

CSULB Faculty Evaluation Procedures

Somone explained the different types of evaluations, including professional development plans, periodic mini-evaluations, reappointment reviews, and tenure/promotion processes. She clarified that probationary faculty must complete either a Professional Development Plan or a Periodic Mini-Evaluation in their first year, but not both. Somone also detailed the reappointment review process, explaining that deans make final decisions if recommendations are positive, while the provost decides in cases of mixed

reviews. She concluded by outlining the tenure and promotion process, noting that tenure is mandatory, but promotion is optional, with candidates typically considered for tenure during their sixth year.

Faculty Tenure and Promotion Review

It was clarified that previous evaluations would be reviewed to assess how submitted materials addressed concerns or maintained positive aspects from prior reviews. The provost makes the final decision on tenure and promotion. The timeline for reviewing materials was explained, noting that once submitted, candidates lose access to their candidate packet, but they receive notifications and have 10 calendar days to review and respond to recommendations. Early tenure and promotion reviews were also covered, with higher standards and a requirement to submit a statement of intent by August, ideally earlier for smoother processes.

CSULB Early Tenure Review Process

Candidates typically initiate the early review process, with input from their department chair, though there is no requirement for departmental agreement. During the open period in August and September, the campus community can provide feedback through signed letters that are added to the candidate's packet, which the candidate has five calendar days to review for accuracy. The process allows for either early tenure and promotion or a regular review the following year, with no negative consequences for candidates who are not granted early tenure and/or promotion.

Candidate Packet Management Guidelines

The session covered the process of handling open period letters and letters of recommendation in candidate packets, emphasizing that open period letters are not solicited by candidates and are reviewed before being placed in the packet, while letters of recommendation are solicited by candidates and go into a different section. Participants discussed how to manage documents in Interfolio, including uploading, naming conventions, and using the dossier for previous evaluations. Dave from the SPOT Team introduced a new platform for student teaching evaluations and provided guidance on consolidating reports. Best practices for preparing for reviews were shared, including starting early, using the dossier, and consulting with department chairs and RTP coordinators.