

Tenure Track Faculty Evaluation 101 Session

Tuesday October 7, 10:00 - 11:30 AM, Zoom

Quick recap

Somone Washington, the Administrative Analyst from the Office of Faculty Affairs, led a meeting to discuss the probationary review process for faculty members, covering key terms, evaluation types, and policies. Somone provided an overview of the six- to seven-year review process, including the difference between periodic mini-reviews and professional development plans, as well as the reappointment, tenure, and promotion review process. The session also covered recent policy updates and upcoming workshops to help faculty prepare for their reviews, with guidance on using the Interfolio platform for submitting evaluation materials.

Next Steps

- All faculty to review the [probationary review map](#) to understand their evaluation timeline based on their service credit years.
- All faculty to familiarize themselves with the [RTP policies](#) relevant to their evaluation type.
- Eligible faculty undergoing periodic mini evaluations to select which [RTP policy](#) they want to be reviewed under using the RTP Policy Selection Form in Interfolio.
- Faculty to submit their candidate packets in Interfolio before the deadline day to avoid system delays.
- Faculty to contact Dr. Patricia Perez, Associate Vice President of Faculty Affairs, for questions about which RTP policy they should be evaluated under during the transition period.
- Faculty to utilize the Interfolio Dossier feature to store and categorize materials for upcoming reviews.
- Faculty to convert Excel documents to PDF before uploading to Interfolio to maintain formatting control.
- Faculty to attend relevant [workshops](#) and open lab sessions for additional support with their evaluations.
- Faculty to consult with their department chair or associate dean for questions regarding the content of materials to be uploaded.
- Faculty to contact [Somone Washington](#) for technical support with Interfolio or basic interpretations of RTP policies.

Summary

Faculty Probationary Review Process

Somone Washington, the Administrative Analyst from the Office of Faculty Affairs, led a meeting to discuss probationary review periods for faculty members. The session, which was recorded with consent from attendees, aimed to provide guidance on the six- to seven-year review process. Somone explained the purpose of the meeting and confirmed that a duplicate session would be held later ([October 23rd at 1pm](#)) to accommodate those who couldn't attend the current one.

Faculty Probationary Review Process Overview

The meeting provided an overview of the probationary review process for faculty members, including key terms, evaluation types, and policies. Somone Washington explained the difference between periodic mini-reviews and professional development plans, as well as the reappointment, tenure, and promotion review process. She highlighted the importance of understanding open period letters and letters of support and demonstrated how to use the Interfolio platform for submitting evaluation materials. The session also covered recent policy updates and upcoming workshops to help faculty prepare for their reviews.