**CSULB COLLEGE OF EDUCATION**

**PERIODIC EVALUATION OF TENURED FACULTY (ETF)**

This document is a guide for candidates in the College of Education who are participating in the Evaluation of Tenured Faculty (ETF). This guide does not replace the annual memo from Faculty Affairs titled, *Information for Periodic Evaluation of Tenured Faculty (ETF)* available via the [Evaluations](https://www.csulb.edu/academic-affairs/faculty-affairs/evaluations) page on the Faculty Affairs website.

ETF reviews are conducted by a Department Committee and the Dean. There is no College-level committee review of ETF files. The steps in the ETF review include:

1. Department announces open period for faculty unit employees, students, academic administrators, and the President to contribute information to ETF review file.
2. Candidate submits ETF review file to the Department Committee via Interfolio.
3. Department Committee reviews candidate’s file, which may include a review from the Chair.
4. Candidate may submit a response/rebuttal to Department Committee review and to the Chair's review (if applicable).
5. Dean reviews candidate’s file and sends notification when complete.

Deadlines for the ETF review are published by Faculty Affairs and updated in August each year. The current deadlines may be found at [Evaluation of Tenured Faculty ETF Deadlines](http://www.csulb.edu/academic-affairs/faculty-affairs/evaluation-of-tenured-faculty-etf-deadlines).

EVALUATION PROCEDURES

**Committee Membership**

ETF files are evaluated by a department peer review committee. Departments may assign ETF reviews to the department’s RTP committee or elect a separate ETF review committee. Committees must be comprised of at least three tenured faculty members. Members need not be at a higher academic rank than the candidate. The Department Chair may serve as a member of the peer review committee. FERP faculty members are eligible to serve if the review can be completed during their FERP assignment.

**Open Period**

Section 15.2 of the Collective Bargaining Agreement allows persons other than the candidate to provide information concerning the candidate. Candidates may solicit letters of support, which are included in supplemental documentation. Faculty Affairs website publishes a list of the candidates who are eligible for ETF review on the [Open Period](https://www.csulb.edu/academic-affairs/faculty-affairs/open-period) page.

At any time before the ETF file is accessible to the Dean, the candidate may respond to or rebut information provided during the Open Period. Please note that since the ETF is part of the Personnel Action File, requests for removal of information on the ground of inaccuracy – and only on that ground – may be made under the terms of Article 11.13 of the Collective Bargaining Agreement.

**Materials to Include in ETF File**

Information provided by the candidate for review shall include, at a minimum:

1. Current Professional Data Sheet (PDS) or CV
	1. When submitting the PDS or CV, candidates only need to include information from the last period of review. If candidates decide to include their entire PDS or CV, candidates should add a double line to separate accomplishments from the last period of review.
2. In a brief narrative, no more than 5 pages total, candidates may highlight their most significant accomplishment in each of the three areas of teaching, research, scholarly and creative activities (RSCA), and service, i.e., one accomplishment for each area.
	1. Besides explaining the significance of the accomplishment in each area, candidates should include any goals for the next five years, including an explanation about how the dean may support the next stage in their growth.
3. Student perception of teaching (SPOT) summaries of all courses evaluated during the past five years\*
4. Documentation demonstrating efforts to maintain currency in the discipline
	1. This may include most recent abstracts of publications and conference proceedings, PowerPoint slides of presentations to the community, etc.
	2. Candidates should include at least three.
5. Documentation demonstrating contributions in other areas of service
	1. This may include meeting agendas, College of Education committee lists that highlight candidate name, etc.,
	2. Candidates should include at least the most recent meeting agendas from committees served at department, college, and university levels.
6. Additional materials that may be useful for the review

\* Spring 2020 SPOTs may not be considered in personnel decisions, unless the faculty member explicitly chooses to include the SPOT summary in their file.

**Format for Submission**

ETF files are submitted and reviewed using Interfolio, via Single Sign On. For directions on how to submit documents, please consult Faculty Affairs’ [Interfolio Reference Guide for Candidates](https://www.csulb.edu/academic-affairs/faculty-affairs/interfolio-reference-guide-for-candidates).

**Review Committee Evaluation**

The review committee prepares a written evaluation based on the information submitted by the candidate and any material submitted during the Open Period. Candidates may submit a written response/rebuttal within ten (10) calendar days after receipt of the committee’s evaluation.

**Dean's Evaluation**

The Dean shall submit a separate evaluation via Interfolio.

**Feedback on Evaluation**

The ETF committee chair may respond to general questions from the candidate related to the department review process. Feedback on the evaluation process may directed to the Dean.

Approved by Faculty Council December 20, 2021

Effective Spring 2023