General FAQs on Evaluation (Applies to both Lecturer and TT)

Q. What time does my access to my Community WPAF Container end?

A. Typically, access to your WPAF container closes at midnight. Lecturers and TT submitting periodic evaluations, please confirm with your College Dean's Office.

Q. Do I have access to my old WPAF Community Containers?

A. **Lecturer Faculty:** Yes, access to your WPAF is returned to the Owner after the evaluation is complete.

Tenure Track Faculty : No, faculty do not have access. It is recommended to keep a backup of your file using your working container in Community which you have access to year-round.

Q. How do I get help if I am having trouble navigating Community?

A. IITS has drop-in hours via Zoom for any Community questions. They are available Mon-Fri, 10am-4pm.
Zoom Link: https://csusm.zoom.us/j/296496061
IITS Website: https://www.csusm.edu/iits/services/ats/idesign/moodle/index.html

Q. Who do I contact when I have questions during the PRC process? Can I contact my PRC or Department Chair when I have questions?

A. **Lecturer Faculty:** please contact your Associate Dean
Tenure Track Faculty : for questions during any part of the evaluation, please email the Custodian of File, which is as follows:
Dean's Office: 1st, 3rd , 5th, and PETF
Faculty Affairs: 2nd, 4th, Promotion & Tenure, Promotion to Full please email: facultyaffairsrtp@csusm.edu

Q. How do I "turn in" my file? Will someone send me confirmation that my file was received on time?

A. All files uploaded to your WPAF container become part of your file. Once access has closed, this completes your submission. Faculty will be contacted if there are no files in the container the day after the WPAF is due. Custodians of the file may not make a determination as to whether the file "has everything". The various levels of review will make that determination during the Pre-Review for Completion period.

Q. Where are examples of WPAFs I can look at?

A. The Faculty Center has some sample WPAFs that you can consult. All materials must be viewed inside the Faculty Center due to copyright and confidentiality. When reviewing sample materials you cannot make copies (i.e., xerox or take a photo). Sample materials are donated by CSUSM faculty so the Faculty Center will not have examples from all colleges, departments, etc. Contact the Faculty Center at facctr@csusm.edu to arrange for an appointment to view sample materials during the Center's regular business hours.

Q. What if I can't find something that is being requested by the PRC? Who do I ask and what if it doesn't exist?

A. Please contact the Custodian of File for additional assistance

Q. What does the Faculty Affairs office do? How can they help me? Who do I contact in Faculty Affairs with WPAF questions?

A. **Lecturer Faculty:**
Faculty Affairs provides guidance on the Lecturer Evaluation Process based on the University Evaluation Policy and WPAF Checklist and CBA.
University Evaluation Policy and WPAF Checklist:
https://csusm.policystat.com/policy/7988666/latest/
CBA: https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx

Tenure Track Faculty:
Faculty Affairs facilitates the RTP Process based on the RTP Policies and Standards and the CBA. For questions regarding the RTP process, please email Faculty Affairs at facultyaffairsrtp@csusm.edu.
RTP Document: https://csusm.policystat.com/policy/8013717/latest/
CBA: https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx

Q. Can I attend trainings for this?

A. Yes, the Faculty Center offers routine events on WPAF Development for Lecturers each semester. The Faculty Center also offers an "RTP Panel" for tenure-track faculty where advice from college deans and the Provost is provided. Check the Faculty Center "events" tab on their website to see when these offerings are scheduled.

Q. What is an "item?"

A. Tenure Track Faculty, please refer to the document from Academic Senate "What is an Item" located in the Faculty Affairs website: https://www.csusm.edu/fa/facultyevaluation.html
https://www.csusm.edu/fa/what_is_an_item_approved_senate_5.3.17.pdf

Q. Who can I ask in the Faculty Center for assistance with this process?

A. Lecturer faculty should contact the Faculty Center Lecturer Fellow. Tenure line faculty should contact the Faculty Center Director. See the Center directory for current contact information.

FAQs for Lecturer Evaluation

Q. Where is the evaluation timeline for WPAFs?

A. The Timetable for Periodic Evaluation of Lectures is located in the Faculty Affairs website under "Temporary Faculty Unit Employees"
Faculty Resources | Faculty Affairs | CSUSM
https://www.csusm.edu/fa/facultyresources/evaluationprocedures.html

Q. Where can I ask for more help?

A. Contact the Faculty Center Lecturer Fellow and consult the Lecturer Teams resources. Your college dean's office can also provide assistance.

Q. I am in my first two semesters working at CSUSM; how do I know if I will be evaluated? Who do I ask?

A. Please contact your College Dean's Office

Q. Where do I find the policies related to lecturer evaluation for my college?

A. Lecture policies specific to your College can be found on the CSUSM Policy page and also on the Faculty Affairs website.
CSUSM Policy page: https://csusm.policystat.com/
Faculty Affairs website: https://www.csusm.edu/fa/facultyresources/evaluationprocedures.html

Q. How will I know if my department requires a classroom observation for my evaluation?

A. Please contact your College Dean's Office and CBA Article 15.14
CBA: https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx

Q. How can I find any other department specific requirements?

A. Please reference the CSUSM Policy page: https://csusm.policystat.com/
You may also reference the Faculty Affairs website: https://www.csusm.edu/fa/facultyresources/evaluationprocedures.html

FAQs for Tenure Line Evaluation

Q. Where is the evaluation timeline for TT WPAFs?

A. The RTP Calendar is located in the Faculty Affairs Website under Faculty Tenure Track Evaluation: https://www.csusm.edu/fa/facultyevaluation.html

Q. What is the definition of an "early" file for tenure?

A. Please reference RTP Document II.A.5.
Six years are typically required to establish a sustained record of excellence in teaching, scholarship, and service at CSUSM. However, a Candidate may request consideration for Promotion and Tenure prior to the sixth year of service (CBA 13, 14). At CSUSM, early promotion and tenure may not be requested prior to Year Five for those without service credit, or prior to Year Four for those with service credit. An early Promotion and Tenure review will substitute for the typical annual review. Early Promotion and Tenure requires clear evidence that the Candidate has a sustained record of ongoing, progressively responsible achievement at CSUSM, combined with a record of achievement for which service credit was awarded (as relevant); that the Candidate has met all criteria for Promotion and Tenure as specified in University, College/Library/School, and Department standards; and, that the Candidate's record suggests a strong likelihood of continued achievement into the future (i.e., past the Tenure/Promotion decision). Prior to the final decision, Candidates for promotion prior to the mandatory sixth-year review may withdraw from consideration without prejudice at any level of review (CBA 13, 14).

Q. What is the definition of an "early" file for promotion to full?

A. Please reference RTP Document II.C.4.

The promotion of a faculty unit member to the rank of Professor, Librarian, or SSP-AR III that will be effective prior to the start of the sixth year after appointment to their current academic rank/classification is considered an "early promotion." Promotion prior to the normal year of consideration requires clear evidence that the Candidate has a sustained record of achievement that fulfills all criteria for promotion as specified in University, College/Library/School, and Department standards. For early promotion, a sustained record of achievement at CSUSM should demonstrate that the Candidate has a record comparable to that of a Candidate who successfully meets the criteria in all three categories for promotion in the normal period of service.

Q. Are "early" files evaluated differently?

A. Requesting "Early" will follow the same criteria for the RTP evaluation process.
For early promotion & tenure, please reference RTP Document II.A.5.
Six years are typically required to establish a sustained record of excellence in teaching, scholarship, and service at CSUSM. However, a Candidate may request consideration for Promotion and Tenure prior to the sixth year of service (CBA 13, 14). At CSUSM, early promotion and tenure may not be requested prior to Year Five for those without service credit, or prior to Year Four for those with service credit. An early Promotion and Tenure review will substitute for the typical annual review. Early Promotion and Tenure requires clear evidence that the Candidate has a sustained record of ongoing, progressively responsible achievement at CSUSM, combined with a record of achievement for which service credit was awarded (as relevant); that the Candidate has met all criteria for Promotion and Tenure as specified in University, College/Library/School, and Department standards; and, that the Candidate's record suggests a strong likelihood of continued achievement into the future (i.e., past the Tenure/Promotion decision). Prior to the final decision, Candidates for promotion prior to the mandatory sixth-year review may withdraw from consideration without prejudice at any level of review (CBA 13, 14).
For early promotion to full professor, please reference RTP Document II.C.4.
The promotion of a faculty unit member to the rank of Professor, Librarian, or SSP-AR III that will be effective prior to the start of the sixth year after appointment to their current academic rank/classification is considered an "early promotion." Promotion prior to the normal year of consideration requires clear evidence that the Candidate has a sustained record of achievement that fulfills all criteria for promotion as specified in University, College/Library/School, and Department standards. For early promotion, a sustained record of achievement at CSUSM should demonstrate that the Candidate has a record comparable to that of a Candidate who successfully meets the criteria in all three categories for promotion in the normal period of service.

Q. Do different departments have different guidelines about "early" submission?

A. Please reference the CSUSM Policy page for your specific College/Department:
https://csusm.policystat.com/
You may also reference the Faculty Affairs website:
https://www.csusm.edu/fa/facultyresources/evaluationprocedures.html

Q. When should I expect to gain access to my Community container if I am scheduled for a review? Will someone send me an email when my container is available?

A. **Dean's Office: 1st, 3rd, 5th, and PETF**
You will receive an email from your Dean's Office during the Fall semester. WPAFs are due the 1st day of the Spring Semester.

Faculty Affairs: 2nd, 4th, Promotion & Tenure, Promotion to Full
You will receive an email from Faculty Affairs during the spring semester. RTP WPAF containers are due the first day of the Fall Semester.

Q. Who do I contact if I decide I want to put in my file for promotion to Full or apply for early tenure? When is the latest I can request to submit to go up for Full or apply for early tenure before the review cycle starts?

A. It is recommended to notify the college Dean's Office and allow the time needed to run PRC elections while faculty are on contract during the Spring semester.

Please send a notification email of your intent to go up for full professor/early promotion & tenure to your college Dean's Office and facultyaffairsrtp@csusm.edu.