

Guidelines for Preparation of the Periodic Evaluation (PE) for Retention, Tenure and Promotion

General Guidelines

Read Appendix J of the Cal Poly Humboldt Faculty Handbook, which is available at: <https://aavp.humboldt.edu/faculty-handbook>. Instructions for preparing your file appear in Appendix J, Section V.E. These guidelines are meant to guide you through the organization and preparation of your case file materials.

The PE is comprised of folders in your Google Drive containing your professional development plan (PDP) and evaluations of your activities and accomplishments related to teaching effectiveness.

To conform to the requirements of Appendix J, your PE Google Drive folder is organized into four folders representing the sections of the PE: the folders for your cover page, PDP, administrative and committee reviews, and student course evaluations.

Cover page and its folder

Complete the PE cover page form provided in your PE case file folder. The form records the details of your current probationary status. Once the form is completed, move it to the cover page folder.

Professional Development Plan

The PDP describes your program of professional development goals in each of the three areas of performance for RTP (Appendix J, Section VI.C.). In consultation with your Department Chair and IUPC Chair, develop a PDP prior to your Periodic Evaluation. The PDP is a flexible document that should reflect your strengths as a candidate and the alignment of your professional development goals with those of the department, college, and university.

Candidates are encouraged to discuss their professional development goals with the Department/IUPC Chair prior to a Performance Review or Periodic Evaluation. This discussion should include identifying strengths of the candidate, areas that may benefit from mentoring and professional development, and resources needed to achieve the stated goals. Any resources required or that might be anticipated as necessary to support the Professional Development Plan must remain consistent with what can reasonably be offered by the department, college or university (Appendix J, Section VI.C.).

Administrative and committee reviews

Candidates should not upload any materials into this folder. Leave it empty upon submission of your PE. It is where letters for the current evaluation cycle from the IUPC and Department Chair (optionally) will be placed.

You will have the opportunity to see and respond to every letter placed in this folder. If you make an optional rebuttal/response and this is received before the 10-day notification deadline, then a copy of it will be placed in this section by Academic Personnel Services.

Student course evaluations

“All classes taught by faculty shall be evaluated by students completing a quantitative or a combination of quantitative and qualitative written questionnaire ...” (Appendix J. Section VII.A.2.a). Student evaluation data are collected as part of the classroom student evaluation process (anonymously and identified only by course and/or section), and should be placed in this folder. Your IUPC is responsible for providing statistical summaries from anonymous student evaluations; however, candidates may provide their own analysis or statement for each set of student evaluations. If necessary, candidates may include a statement about any negative student evaluations or comments with each summary. It may also be helpful to explain, as needed, the circumstances resulting in a low percentage return rate of student evaluations.

Naming Conventions for Files Stored in Google Drive

You may want to refer to specific documents in your PDP. In those cases, place the relevant files in the optional folder for additional documents. The filenames there should follow the APS [naming conventions](#) for performance reviews. The naming conventions ensure that the files in your PE folders on Google Drive can be arranged and viewed in reverse chronological order, with most recent material listed first.

By default, folders and files in Google Drive are sorted from newest to oldest but can also be sorted alphabetically. Check to see that your files are viewable in Google Drive in reverse chronological order:

- Go to drive.google.com on your computer
- Click My Drive > Shared With Me in the side panel
- Select list layout
- Click Name
- Click the up or down arrow to reverse the order

The date should always be the first part of a file name. Use a year-month-day format. Some examples of acceptable file names for materials placed in your PE follow.

Evaluative Letters

Date, Last Name of Letter Writer, Document Description, Area(s) of Performance Addressed

2024-1-15 Payper Letter - Scholarship, Service

2023-12-15 Seesor Student Letter - Teaching, Scholarship

2023-11-15 Rock Letter - Teaching

Course Evaluations

Date, Semester, Year, Course, Course Name

2024-5-15 Spring 2024 SOC 104 Introduction to Sociology

2023-12-15 Fall 2023 ANTH 103 Biological Anthropology

RTP Reviewer Letters (Committees & Administrators)

Date, Evaluator, Description, Candidate Last Name

2023-3-24 Dean's Periodic Evaluation Letter – Smith

2022-9-14 IUPC Recommendation Letter – Jones

Candidate Response Letters (Designees)

Date, Response to Evaluator, Description, Candidate Last Name

2022-9-18 Response to IUPC Recommendation Letter – Jones

2021-3-26 Response to Dean's Periodic Evaluation Letter – Smith