CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Submission of Electronic RTP Files for the Academic Year 2020-21

RES 202103

EC

RESOLVED: That faculty under review for the academic year 2020-21 be allowed to submit electronic RTP files, and that all levels of review shall accept this file format and be it further resolved,

That the campus use Box as the repository for such electronic RTP files following the procedures outlined in the attached documents.

RATIONALE: The University Handbook currently allows for the approval of electronic RTP files as stated in *Section 305.4.2.10 The RTP File* listed below, with the relevant section underlined:

> *Each faculty member subject to performance review shall prepare a file containing a representative sample of materials from the period under review. The file should be prepared with attention to the demands on reviewers. For example, the file, excluding SOCI's should be no longer than could be held in one three-inch binder. If electronic files are approved, the documents in the electronic file should be capable of being held in one three-inch binder if they were printed. SOCI's may be contained in a separate file.*

As the campus will be on alternative delivery, and presence on campus is restricted, it is necessary to allow for electronic RTP file submission in order to limit the need for individuals to be present on campus. Requiring hard copies of RTP files also places an undue burden on maintaining a safe environment as dictated by the State of California and the Kern County Department of Public Health. This resolution is only for the 2020-21 academic year.

Distribution List: Provost, AVP Faculty Affairs, Deans, Department Chairs

Attachments: Electronic RTP Policy

Process for Electronic RTP via Box for all under review during AY 2020-21

1. Faculty under review creates a Box folder with all required elements since their file was last reviewed (listed in the same order and headings as physical RTP files)- outline of master index to be provided by Provost Office
2. Faculty shares folder with Dean's Office– one person identified in each office
3. Academic personnel in Dean's Office make a copy of Box folder, to prevent any further changes being made to the RTP file
4. Dean's Office shares folder, with appropriate rights, with members of the various levels of committees.
5. Electronic signatures are acceptable.
6. Faculty under review are responsible for including scanned copies of SOCIs and other materials, not already in electronic format, for their file since their last review.

Approved by the Summer Senate July 22, 2020
Approved by the Academic Senate August 27, 2020
Sent to the President September 4, 2020
Approved by the President September 9, 2020