

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Submission of Electronic Faculty Performance Review Files**

RES 202219

FAC

RESOLVED: that the Academic Senate establish an exploratory committee to evaluate software options for a new electronic repository and review system for faculty performance review (RTP, PTR, and PEF\*) files, and recommend the best available option that meets our campus requirements.

RESOLVED: that the exploratory committee be composed of faculty members from all schools, and with additional representation from other faculty units including the library. Faculty on this committee should represent differing ranks, and it is recommended that tenured, tenure-track, and lecturers all be represented. The AVP Faculty Affairs should be included on this committee as well as representatives of the CFA. ITS staff should be consulted as required.

RATIONALE: The selection of an electronic repository and review system for faculty performance review is a critical issue for faculty and requires a careful and fully executed process of consultation and shared governance. A survey conducted in Spring 2021 by the Faculty Affairs Committee and additional consultation revealed potential concerns about the accessibility, security, ease of use, tracking of access and records, and the ownership of files within the electronic system, Box, that was temporarily used during pandemic-related shifts to virtual campus activities. Therefore, while we recommend a shift to electronic file review, the evaluation of potential electronic platforms is a required first step, likely followed by a pilot program and transition plan once a favorable program is identified and approved.

A selected electronic faculty review file should be secure, track access and file changes, aid in faculty ease of file organization, and be easily reviewed by all levels of the review process.

\* RTP: Retention, Tenure and Promotion; PTR: Post-Tenure Review; PEF: Periodic Evaluation File

Approved by the Senate March 3, 2022  
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Approved by the President March 11, 2022

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