

SUPPLEMENTARY INFORMATION FORM (SIF)
COUNSELING FACULTY

Each tenure-track or tenured counseling Psychologist who undergoes evaluation for Reappointment, Tenure, or Promotion (RTP) must submit a Working Personnel Action File (WPAF) for the use of RTP evaluators. The Supplementary Information Form (SIF), together with Supporting Materials, is the core of the WPAF. By submitting the WPAF electronically, counseling Psychologists undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the SIF and Supporting Documents will be retained in the Personnel Action File, along with the curriculum vitae and index.

Guidelines for preparing the SIF:

1. In addition to the WPAF, evaluators will access your previous RTP review packet (i.e., recommendation letters, CV, SIF).
2. Evaluators may choose to view your hardcopy Personnel Action File, which contains previous RTP recommendations and decisions, sabbaticals and other leaves, honors, and awards, as well as a log of individuals that have reviewed your file.
3. Carefully review the Student Psychological Services document regarding “Definitions and Standards for RTP” for a thorough understanding of the RTP’s committee’s expectations for performance.
4. For each review cycle, the candidate will receive data from Student Psychological Services re (1) objective indices related to clinical performance, (2) subjective evaluations by clients, and (3) peer review of client charts. Comment on these results in the SIF and include the actual PDFs in the Supporting Materials section.
5. Follow the instructions in each section of the SIF, as indicated in Interfolio.
6. You are responsible for keeping a copy of the SIF you have submitted for the WPAF.

Guidelines for preparing the Supporting Material:

1. Provide supporting evidence for every item discussed in your SIF other than your vision/goals/objectives statement and Section 1.1 – which may include supporting evidence. Supporting materials include summary forms and data received from the unit, evaluations of workshops/events, event flyers, written feedback pertaining to any of your primary job responsibilities from faculty and/or students, letters of appointment to committees, awards, etc.
2. All supporting materials should be placed in the Supporting Materials section rather than contained within the SIF. The organization of your SIF should determine the organization of your supporting materials.
3. You are responsible for keeping a copy of the Supporting Materials submitted.

SUPPLEMENTAL INFORMATION FORM

STATEMENT OF VISION, GOALS, AND OBJECTIVES

List your vision, goals, and objectives in all three standards that have been approved by the Director. Speak to the continuity of your previous goals and objectives. Also, describe any changes you have made to this statement based upon your increased professional expertise and/or enhanced understanding of how to meet the needs of clients, students, and the university.

1. EVIDENCE OF COUNSELING and TRAINING

- 1.1 Write a brief statement evaluating your effectiveness in the range of activities that you perform in support of Counseling and Training at CSUDH, including treatment of individuals and groups; supervision and training; clinical assessment, crisis intervention, and consultation. Include recognition of both strengths and weaknesses.
- 1.2 Provide evidence of a California Psychology license within designated timeframe per Executive Order No. 1053. Note date of hire as well.
- 1.3 Provide evidence of completion of required continuing education for licensure and supervision. Documentation of CEUs completed, listing course topics, should be provided.
- 1.4 Discuss client ratings of counseling effectiveness, as indicated in the PDF Summary of Psychological Counseling Services Evaluations (PCSE) form received from Student Psychological Services during the period under review. This summary shall include PCSEs completed (1) by clients immediately upon termination, (2) by clients who requested to be transferred to a different therapist, and (3) by clients who did not immediately complete an evaluation form for any variety of reasons and were requested by email to do so. Include this PDF in Supporting Materials.
- 1.5 Discuss results of Peer Review of Charts received from Student Psychological Services. Respond to positive and negative feedback received. Provide a plan for any necessary remediation going forward. Include all evaluation forms in Supporting Material.
- 1.6 Discuss any provision of clinical supervision and training to interns or others as requested by Student Psychological Services.
- 1.7 Provide evaluations from clinical supervisors, if any.
- 1.8 Letters from professional colleagues, if any.

*****Please note you should consult your department RTP criteria for specific examples in your area of discipline.***

2. EVIDENCE OF SCHOLARSHIP/RESEARCH, PROFESSIONAL and CREATIVE ACTIVITY

Each of the following three sections will be evaluated on a continuum based upon increasing degrees of complexity of thought or organization, originality, responsibility, and/or successful

implementation. List accomplishments in the following categories that you have made during the period under review. Describe the work and its significance, and attach supporting documents in the Supporting Materials section. (Do not classify or group your items according to Levels 1, 2, or 3. These levels are presented in the Standards only in order to suggest the level of complexity that is to be sought over time.)

2.1 Scholarship/Research

2.2 Professional Activities

2.3 Creative Activities

***Please note you should consult your department RTP criteria for specific examples in your area of discipline.*

3. EVIDENCE OF EFFECTIVE FUNCTIONING IN THE INSTITUTION and IN THE COMMUNITY

List and describe your activities in this area.

***Please note you should consult your department RTP criteria for specific examples in your area of discipline.*

4. SUPPORTING MATERIALS

See page 1 of this document for guidelines re: the Supporting Materials section.

Reappointments- Cycles II (2nd Year) & Cycle III (3rd, 4th & 5th Year)

Cycle II files must include SIF and evidence for materials mentioned in your narrative covering all three areas (Evidence of Counseling and Training, Evidence of Scholarship/Research, Professional and Creative Activity, and Evidence of Effective Functioning in the institution and in the community).

The file should mention material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since your last review.

Cycle III files must include SIF and evidence for anything new since your last full review.

Tenure and Promotion- Cycle III- 6th year

For tenure and promotion files must include complete SIF and evidence for any new material since your last full review. Your narrative should mention and cover years one through five, but do not require evidence for material already provided in a previous full review. This is also an opportunity to include anything missed in a previous full review.

Promotion to SSP III (Tenured Counseling Psychologists Only) - Cycle IV

For promotion to SSP III, this is a cumulative file and should include a complete SIF and evidence for all material since tenure. All years since tenure should be counted for and included for this type of review.