

**SUPPLEMENTARY INFORMATION FORM (SIF)
INSTRUCTIONAL FACULTY**

Each tenure-track or tenured faculty member 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 documents, will be the core of the WPAF. By submitting the WPAF electronically, faculty undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the SIF will be retained in the Personnel Action File, along with the curriculum vitae and index.

Below are some 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, and Index).
2. Please note, at the discretion of the evaluators, he/she 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. You are required to upload your selected PTE courses to Interfolio.
4. While completing the SIF, be as explicit as possible, because the recommendations made by RTP evaluators are based upon information in the WPAF and the SIF.
5. Follow the instructions in each section of the SIF, as indicated in Interfolio.
6. **Provide supporting evidence.** Such evidence would include copies of works published or submitted for publication, correspondence with editors, or exhibition announcements or photographs.
7. Supporting materials should accompany the SIF, not to be contained **within** it. Use the sections in the template to help you organize your packet. Arrange supporting documents to correspond with the order of evaluation categories (e.g., 1.2, 3.4).
8. Upload course materials that are a good representation of your work.
9. You are responsible for keeping a copy of the SIF and other documents submitted with the WPAF.
10. The examples given in the various categories of the SIF are intended to serve as a guide. You may organize your packet as you see fit.

EVIDENCE OF TEACHING PERFORMANCE

Write a brief statement evaluating your effectiveness as a teacher. Include recognition of both strengths and weaknesses. Supplemental evidence to support your statement may include the following and should be attached for filing, as described in the instructions.

1. Evidence of Teaching Performance. Such evidence as the following will be considered.
 - 1.1 A representative sample of course materials, depending on the course, (including, but not limited to, course outlines, statements of goals and objectives requirements, lists of texts and other materials, sample assignments, copies of examinations) must be submitted for those classes in which the PTE evaluations are automatically included in the classes in the RTP file, so that the materials can be evaluated at the department level for appropriateness of level and coverage, scholarly currency, and/or helpfulness to students.
 - 1.2 Indications of the ability to fit course content and teaching strategies to the level and purpose of each course (e.g., general education, upper-division, elective courses, sequential relation to other courses).
 - 1.3 Student evaluations of a faculty member.
 - 1.3.1 All full-time probationary (**tenure-track**) faculty must designate **at least two (2) courses per semester** (four courses per year) (PM 93-03). The electronic PTE data collected shall be incorporated as part of the Working Personnel Action File (WPAF) for reappointment, tenure, or promotion.
All non-probationary faculty (tenured) must select one (1) course each semester (two courses per year).
 - 1.3.2 You may access your PTEs through the PTE Portal to download your student evaluations for your RTP file (<https://dhwapp.csudh.edu/perceived/>).
 - 1.4 Records of independent work and activities of the faculty member or his/her students beyond the usual requirements.
 - 1.5 A statement of how the faculty member's scholarly and professional activities enhance his or her teaching performance.

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

EVIDENCE OF SCHOLARSHIP OR CREATIVE ACTIVITY

List accomplishments in the categories listed below that have been made since your last RTP review. For each type of work include the specific information and briefly indicate significance,

2. Evidence of Scholarship or Creative Activity: Such evidence as the following will be considered, and distinction in at least one of these categories is required for faculty appointment without the doctorate in the teaching field.

2.1 For Research-Orientated Disciplines

- 2.1.1 Significant research resulting in publication and reports.
- 2.1.2 Publication in learned journals and periodicals in the teaching field (which may or may not be research-related, depending on specialty).
- 2.1.3 Significant consulting, paid or unpaid, in a field closely related to the teaching discipline; or evidence of related research, paid or unpaid, from which no publication necessarily results, even though propriety reports may be written, provided that the quality and originality of these activities is attested by recognized experts in the field or by equivalent evidence.
- 2.1.4 An outstanding regional, state, or national reputation in the field of specialty in at least one of the following examples: publishing, teaching, speaking, consulting, performance, production, or related activities.

2.2 For Creative disciplines

- 2.2.1 **For Fine Arts of Theatre Arts faculty** – A regional and/or national exhibition, production, or performance record, or a record of creativity resulting in published or performed works evaluated by peers and department chairperson.
 - 2.2.2 **For Communications faculty** – A record of continuous publication in significant newspapers or periodicals with regional or national distribution, or a record of continuing production of radio, television, or film material which has regional or national distribution.
 - 2.2.3 Active participation through papers, panels, symposia, etc., in meetings and conferences of professional organizations.
 - 2.2.4 Significant activity in the leadership of professional organizations, such as holding office, committee membership, etc.
 - 2.2.5 Effective sharing of research findings, consulting experience, and related activities with colleagues and students for the general benefit of the University community.
 - 2.2.6 Recipient of significant awards, commissions, prizes, honors, or grants.
- 2.3 If a higher degree has been acquired since initial appointment to CSUDH, list the date, type of degree, and the granting institution. Include the document that verifies receipt of a degree. If a higher degree is in progress, give an estimated completion date.
- ## 2.4 For Clinical Sciences faculty only:
- 2.4.1 **Clinical Science- Supplemental Criteria:** to be used in addition to regular criteria for faculty and education coordinators/administrators when being reviewed for reappointment, tenure, and promotion.

- 2.4.2 Effectively share with colleague's new developments in the field through consulting experiences, attending meetings and workshops, and investigating approaches used by other institutions conducting similar programs.
- 2.4.3 Obtain training in such areas as, for example, computer technology, administration, or human relations—knowledge and experience through additional coursework, advanced degrees, and specialized training and travel.

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

EVIDENCE OF EFFECTIVE FUNCTIONING IN THE INSTITUTION AND IN THE COMMUNITY

- 3. Evidence of Effective Functioning in the Institution and in the Community.
Such evidence as the following will be considered:
 - 3.1 Effective participation and contributions as a member of departmental, interdisciplinary, school, University-wide, and system-wide committees.
 - 3.2 Effectiveness in student advisement.
 - 3.3 Participation in student activities as a sponsor or advisor.
 - 3.4 Availability for consultation with students.
 - 3.5 Representation of the university in community groups or agencies (other than those of a purely social nature), e.g., speeches, consultantships, committee memberships.
- 4. **For Clinical Science faculty only:**
 - 4.1 Clinical Science- Supplemental Criteria: to be used in addition to regular criteria for faculty and education coordinators/administrators when being reviewed for Reappointment, Tenure, and Promotion.
 - 4.2 Participate in affiliate- sponsored activities that enhance the affiliation and/or contribute to program recognition, development, and growth.

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

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 (Teaching, Scholarship or Creative Activity and Service). The file should consist of the 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 Full Professor (Tenured Faculty Only)- Cycle IV

For promotion to full professor, 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.