

Sonoma State University

OnBase RTP System Candidate Quick Reference

Faculty Affairs. Reappointment, Tenure and Promotion

OnBase RTP Process – Candidate Quick Reference

Overview

This document outlines procedures for Candidates to use the OnBase Reappointment Tenure and Promotion system.

Candidates will receive email notifications from the OnBase RTP system with instructions for what to do at that point in the process. At the bottom of the emails will be two links that will open the candidate's Working Personnel Action File (WPAF) and Record of Action Taken form. The first link only works from an on-campus wired office connection. The second link also works from off campus or campus Wi-Fi, but you must sign up through the IT Helpdesk for Multi Factor Authentication to be able to use the off campus/Wi-Fi link.

Candidates use the Record of Action Taken form to attach documents to the WPAF, declare the WPAF complete, review and confirm receipt of recommendations of RTP committees and their Dean, and sign at the end of the process.

To **Defer Promotion**, contact Faculty Affairs as soon as possible, since the process and form are different. See the "Deferring Promotion" section near the end of this document for a description of the process to defer promotion.

Open Access to WPAF Email Notification to Candidate

The first email that the candidate receives, at the beginning of the RTP schedule, is below.

From: NoReply@onbase.sonoma.edu
To: Earl E Tenyer
Cc: Faculty Affairs
Subject: RTP Notification - Open Access to WPAF

Sent: Wed 8/15/2018 3:40 PM

Dear Earl E Tenyer:

You are receiving this email because you are a faculty member going through the reappointment, tenure and promotion (RTP) process in the 2016-2017 academic year.

You now have access to begin uploading documents to your electronic working personnel action file (WPAF). Please click one of the links at the bottom of this email to access your WPAF.

Click "Save" at the bottom of the form to save your document uploads. You will be able to attach additional documents when you re-enter the form at a later time.

To replace a document you have attached and Saved, first upload the new version and then contact Faculty Affairs at FACULTYAFFAIRS@SONOMA.EDU or 664-3236 to delete the old document.

When you are finished uploading documents to the WPAF, click "Declare the WPAF Complete" and then click "Save". This will notify your department RTP committee that the WPAF is complete (the department RTP committee may also access your WPAF prior to its completion in order to begin an initial review of your documents). After you "Declare the WPAF Complete" and Save, please close the browser window (the Department RTP Chair cannot update your Record of Action Taken while you have it open).

You must declare your WPAF complete by 8/15/2018.

If you wish to defer promotion for a year, then contact Faculty Affairs immediately at FACULTYAFFAIRS@SONOMA.EDU or 664-3236

You can access the Folder containing your Record of Action Taken form and all your other WPAF documents by clicking or copying/pasting to your browser one of the links below.

From an on-campus wired office workstation, please use this link:

https://onbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx?KT102_0_0_0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1abd248e6c36c6f04a11

From off-campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to access OnBase in this manner. You can contact the IT Helpdesk to sign-up for MFA.

https://onbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx?KT102_0_0_0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1abd248e6c36c6f04a11

The Candidate uses a link in this email to go into OnBase to attach WPAF documents and declare the WPAF complete.

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WPAF Folders, Documents and Record of Action Taken Form

When you click a link in an RTP Notification email, it brings up this screen:

Drag the parallel lines to change the sizes of the panes.

"RELATED FOLDERS" shows folders containing SETEs and WPAFs from previous RTP cycles.

Double click those folders to open new window to see SETEs or previous WPAFs.

The pane in the upper left shows the folder you are in right now ("RTP WPAF for BECK, KENNETH A..." above).

The middle left pane ("Document List") shows most of the documents in that candidate's current WPAF, plus any President's Letters from previous RTP cycles.

The lower left pane ("CHILD FOLDERS" ... "RELATED FOLDERS") shows folders containing the candidate's SETEs and WPAF documents from previous RTP cycles. Be sure to click "Related Folders" instead of "Child Folders" to see SETEs and WPAFs. Double click the folder for SETEs or WPAF to open it. It opens in a separate window. Note:

- "**RTP WPAF**" folder contains WPAF documents for the current RTP cycle.
- "**FAC WPAF**" folders contain documents from previous RTP cycles.

The pane at right shows whichever document from the middle left pane that you are viewing. When you first go in, it'll show the top document, which is the "Record of Action Taken" Form. Single click a document in the middle left pane to view that document in the right pane.

Use the double blue lines between panes to make the panes bigger or smaller.

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Attaching Documents and Declaring the WPAF Complete



Reappointment, Tenure, and Promotion ----- Record of Action Taken -----

USE OF THIS FORM: This form facilitates all document uploads to the WPAF by candidate and reviewers, and also constitutes the Record of Action Taken (RAT) form per SSU RTP policy I.H.3. Upon completion of the review process, the WPAF and this RAT form shall be placed in the candidate's designated Personnel Action File (PAF).

Candidate Name	Action Request
KENNETH A BECK	Reappointment

Department	School	Academic Year	Present Rank
BUSAD	43 Business and Economics	2018.2019	Assistant Professor

Current Probationary Year	Years of Service	Initial Date	Initial Rank
3	3	Fall 2016	Assistant Professor

Please attach PDFs, which are easier to view than Word or Excel files. For changes to attached documents that have been Saved, attach the new version here and contact Faculty Affairs to delete the old version.

Candidate WPAF Documents (click to show/hide attachments)

CV

Department RTP Criteria

Self-Assessment

Peer Observation(s) – one for brief Periodic Reviews; two for full Performance Reviews

Index of Materials Available in Department Office

First Year Progress Meeting Summary (Required for Second Tenure Track Year only)

Department Chair Report (optional)

SETE Supplements – Aggregates, Instructor Profiles and/or Summary Table (optional)

Colleague Letter (optional)

Other Item (optional)

Candidate must attach all WPAF documents and Declare WPAF Complete by

Candidate Declares that the WPAF is Complete

WPAF was Declared Complete by	When Declared Complete
<input type="text"/>	<input type="text"/>

This what the Record of Action Taken form looks like for a candidate in the time between when the candidate gains access to the WPAF and when the candidate declares the WPAF complete.

Attach all required and any desired optional documents to the form, using the “**Attach...**” buttons. Use the “**Save**” button at the bottom to save the attachments. You can come back later to attach and Save more documents (until you Declare the WPAF Complete).

Please attach PDFs, not Word or Excel files.

You can't attach documents or update the Form if someone else accesses it first. Try again later or contact Faculty Affairs, who can remove the lock so you can update.

After you are completely finished attaching documents, press the “**Declare the WPAF Complete**” button near the bottom of the form and then press the “**Save**” button. This will notify the Department RTP Committee, so they can complete their review and attach their Evaluation and Recommendation.

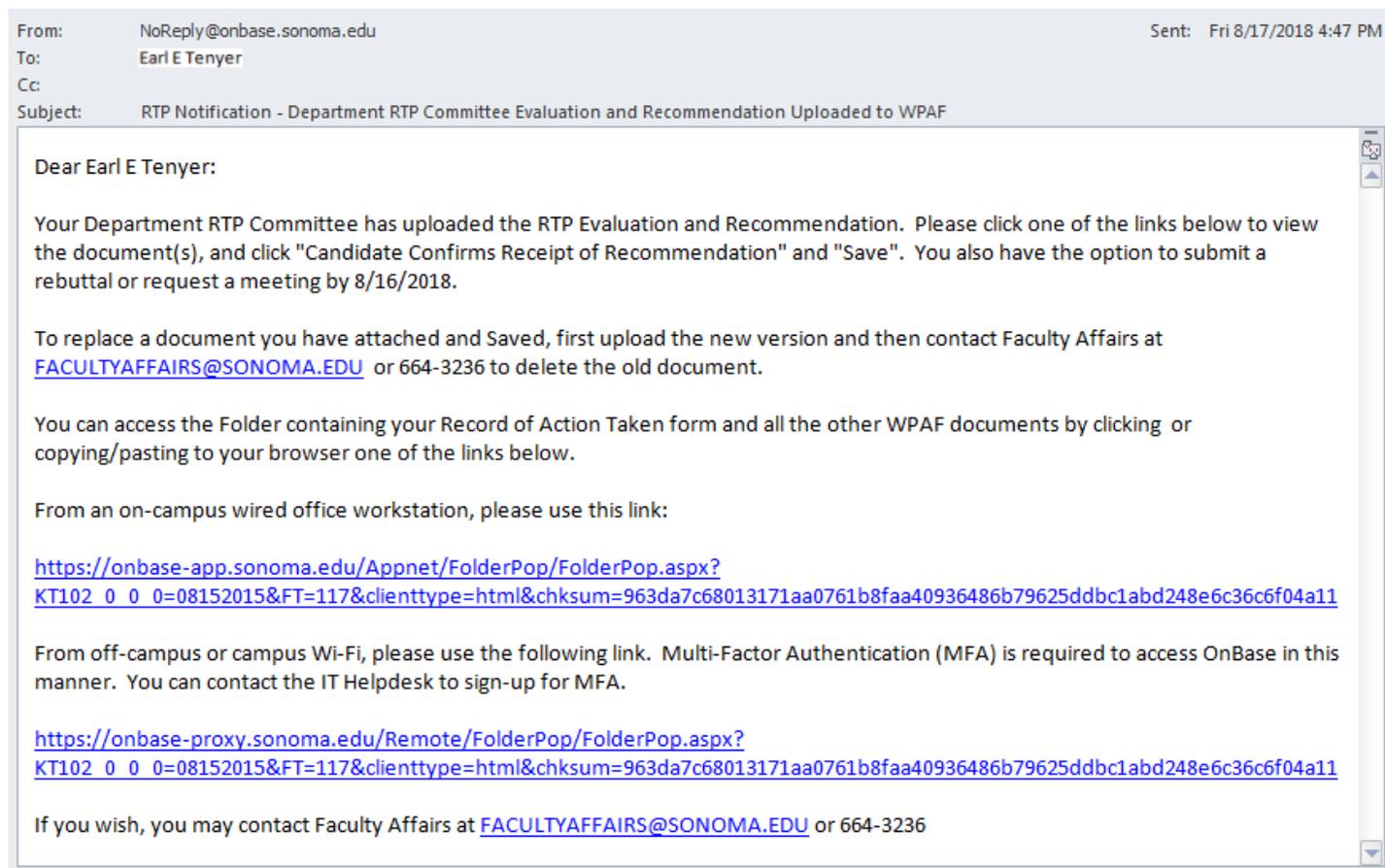
If you have not attached all required documents before declaring the WPAF complete, the system will email you, saying which documents are missing. When this happens, it will not notify the Department RTP Committee, and will blank out the “WPAF was Declared Complete By” and “When Declared Complete” fields. If this happens to you, go into the Form, attach the missing documents, then click “Declare the WPAF Complete” and “Save” again.

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After you declare the WPAF complete, you will wait for a week or so, until the Department RTP Committee finishes reviewing the WPAF documents and attaches additional documents to the WPAF for Department Recommendation, Evaluation, and possibly Minority Report. Once this is done, you will receive the email below.

Department Evaluation and Recommendation Uploaded Notification to Candidate

The email notification below is sent to the candidate immediately after the Department RTP Committee Chair completes the recommendation and signs.



When this email notification is received, you should click one of the links at the bottom of the email to see the recommendation. After reviewing the Evaluation and Recommendation, you should Confirm Receipt of the Recommendation, as described in the next section, before the deadline specified in the email.

Confirmation of receipt of the recommendation doesn't mean that you agree with the recommendation – just that you received it.

You will receive similar email notifications when the School RTP Committee Recommendation, Dean's Recommendation and University RTP Committee Recommendation are available.

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Confirming Receipt of Department Recommendation

When you click one of the links at the bottom of the above notification that the department evaluation and recommendation have been uploaded, it brings up the “Record of Action Taken” Form and the WPAF:

The screenshot displays the OnBase interface. On the left, a document list shows several files, with two highlighted: "FAC RTP Current WPAF 04. Department RTP Committee Recommendation for TENER, EARL E (BUSAD) 2016-2017" and "FAC RTP Current WPAF 06. RTP Evaluation Document for TENER, EARL E (BUSAD) 2016-2017". The main form on the right is titled "Department RTP Committee Action (click to show/hide attachments) (3)". It includes checkboxes for "Recommended" (checked) and "Not Recommended". Below this is the "Department RTP Committee" section, which includes a signature field for "ARTIE P CHAIR (BECKKEN - Chair)" and a "When Signed" field showing "08/14/2018 04:39:29 PM". The "Candidate Confirms Receipt of Recommendation" section contains a "Candidate Confirms Receipt of Recommendation" button and a "Receipt of Recommendation Confirmed By (Candidate)" field. A "Save" button is located at the bottom of the form. Red arrows and numbers 1 through 5 indicate the steps for confirming receipt of the recommendation.

- 1) Scroll the form down to reveal the “Save” button at the bottom. You can see the check boxes in the “Department RTP Committee Action” section showing what is “Recommended” and “Not Recommended”.
- 2) To read the department recommendation and evaluation documents, go to the middle left pane, and click the
 - “FAC RTP Current WPAF 04. Department RTP Committee Recommendation...” and
 - “FAC RTP Current WPAF 06. RTP Evaluation Document...”.
 - If there is a “FAC RTP Current WPAF 04.a Department Minority Report...”, click to read that, too.
- 3) If you wish, you may also (before the deadline) attach a “Response” document (sometimes referred to as a “rebuttal”). If you attach a “Response” and “Save”, then the system will notify the Department RTP Committee by email immediately.
- 4) Click the “**Candidate Confirms Receipt of Recommendation**” button and “Save” before the deadline, which is specified both in the email and in the form.
- 5) Be sure to click the “**Save**” button, to save the changes you made. Then close the browser window, to release your document lock, so that the next person can update the document.

You may also (before the deadline) request a meeting with the Department RTP Committee. You would request the meeting outside of the system, but the RTP Chair will attach meeting summary document to your WPAF. . The system does not notify you when a meeting summary has been attached to the WPAF, so you’ll have to check back.

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Confirming Receipt of School, Dean and URTP Recommendations

If this RTP Schedule has a School RTP Committee review, then the candidate will receive a “School Recommendation Uploaded” email and will confirm receipt, similar to the process at the Department level.

The Dean and University RTP Committee reviews are also similar to the Department process, except that the candidate must sign the form at the end of the process.

- If there is no URTP review, then sign when confirming receipt of the Dean recommendation.
- If there is a URTP review, then sign when confirming receipt of the URTP recommendation.

--- Candidate Response to URTP Recommendation (click to show/hide optional attachment)

Response (optional)

Please attach PDFs, which are easier to view than Word or Excel files. For changes to attached documents, attach the new version here and contact Faculty Affairs to delete the old version.

This confirms that I have received and read my School recommendation; it does not necessarily indicate agreement with the content of the recommendation.

Candidate must confirm receipt of University RTP Recommendation by 04/17/2017.

Receipt of URTP Recommendation Confirmed By (Candidate)	When Confirmed
<input type="text"/>	<input type="text"/>

Candidate Action Section

My signature acknowledges that I have seen the recommendations at all levels; it does not necessarily indicate agreement with the content of the recommendations.

<p>Candidate Signature *</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p>Click to Sign Document</p><hr/></div>	<p>Signed By</p> <input type="text"/>
	<p>When Signed</p> <input type="text"/>

Here is how you sign:

- “Click to Sign Document”.
- You can “Clear” your signature and start over until you “Save”. After you “Save, you can’t change the signature.
- How your signature looks is not so important. How people know you signed is that the “Signed By” field is set automatically to your name and login ID. “When Signed” is set to the date and time you signed.

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Deferring Promotion

If you wish to defer promotion, contact Faculty Affairs, preferably well before the start of the RTP Schedule. If you decide midway through the RTP process that you wish to defer promotion, then contact Faculty Affairs immediately.

RTP Notification – Action to Defer Promotion

On the date that candidates get access to create their WPAFs, the candidates who have requested to defer promotion will get an email that looks like this:

Dear Kenneth A Beck:

You are receiving this email because you are a faculty member going through the reappointment, tenure and promotion (RTP) process in the 2017-2018 academic year, and you have requested to defer promotion for one year.

Please click one of the links at the bottom of this email to access your Record of Action Taken form. To confirm your request to defer promotion, sign at the bottom of the form and click "Save".

Then close the browser window (the Department RTP Chair cannot update your Record of Action Taken while you have it open).

You must sign and save your Record of Action Taken form by 8/17/2018.

You can access the Folder containing your Record of Action Taken form by clicking or copying/pasting to your browser one of the links below.

From an on-campus wired office workstation, please use this link:

https://onbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx?KT102_0_0_0=002721581&FT=117&clienttype=html&checksum=9effe172c3d1c207c954807e88dfbc43dc0c8cc82e00ca2c5169980ab4a5c4d7

From off-campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to access OnBase in this manner. You can contact the IT Helpdesk to sign-up for MFA.

https://onbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx?KT102_0_0_0=002721581&FT=117&clienttype=html&checksum=9effe172c3d1c207c954807e88dfbc43dc0c8cc82e00ca2c5169980ab4a5c4d7

If you wish, you may contact Faculty Affairs at BECKKEN@SONOMA.EDU (707) 664-2192

Candidate Sign to Request Deferral of Promotion

Click an email link to get the web form below. Click the signature box, sign with the mouse, and click the Save button at the bottom. The form then goes to the Department RTP Committee Chair, who also signs, completing the process.



Reappointment, Tenure, and Promotion

----- Record of Action Taken -----

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Candidate Name	Action Request
KENNETH A BECK	Promotion to Associate Deferred

Department	School	Academic Year	Present Rank
BUSAD	43 Business and Economics	2017.2018	Assistant Professor

Current Probationary Year	Years of Service	Initial Date	Initial Rank
6	6	Fall 2011	Assistant Professor

Candidate Action Section

Candidate Signature*	Signed By
<input type="text" value="Click to Sign Document"/>	<input type="text"/>
	When Signed
	<input type="text"/>

Save