Sonoma State University

OnBase RTP Process for Dean or School/URTP Committee Chairs

Faculty Affairs. Reappointment, Tenure and Promotion

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Overview

This document outlines OnBase Retention Tenure and Promotion system procedures for the Dean and School/University RTP Committee Chairs.

Deans and School/University RTP Committee Chairs 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 links to the Working Personnel Action Files (WPAF) for their candidates.

Deans and RTP Committee Chairs use the OnBase RTP system to attach Recommendation, Minority Report and Meeting Summary documents, indicate the Recommended/Not Recommended actions, and sign the Record of Action Taken.

RTP Calendar

The RTP process is controlled by the RTP Calendar. An example is below. Each column is an "RTP Schedule".

2017-2018 Reappointment, Tenure, and Promotion (RTP) Calendar

PY=Probationary Year TT = Tenure Track	1 1st TT year at SSU Periodic Review	2 2nd PY/2nd TT Performance Review	3 3rd & 5th PY Periodic Review	4 4th PY, Tenure & Promotion Performance Review
Candidates and Dept. RTP Committees gain access to electronic WPAF platform:	October 9, 2017	August 22, 2017	December 1, 2017	September 25, 2017
WPAF is declared complete:	October 27, 2017	September 5, 2017	January 26, 2018	October 13, 2017
Dept. RTP recommendation due:	November 3, 2017	September 12, 2017	February 2, 2018	October 20, 2017
Candidate acknowledges receipt and may request meeting by:	November 13, 2017	September 22, 2017	February 12, 2018	October 31, 2017
Next level accesses WPAF:	November 20, 2017	September 29, 2017	February 19, 2018	November 7, 2017
School RTP recommendation due:		October 6, 2017	March 9, 2018	December 5, 2017
Candidate acknowledges receipt and may request meeting by:	N/A	October 16, 2017	March 26, 2018	December 15, 2017
Next level accesses WPAF:		October 23, 2017	April 2, 2018	January 19, 2018
Dean's recommendation due:	December 5, 2017	October 30, 2017	April 20, 2018	February 16, 2018
Candidate acknowledges receipt and may request meeting by:	December 15, 2017	November 9, 2017	April 30, 2018	February 26, 2018
Next level accesses WPAF:	January 22, 2018	November 16, 2017	May 7, 2018	March 5, 2018
University RTP recommendation due:		December 1, 2017		April 6, 2018
Candidate acknowledges receipt and may request meeting by:	N/A	December 11, 2017	N/A	April 17, 2017
President/Designee accesses WPAF:		December 18, 2017		April 24, 2018
President or designee notifies candidate of decision by:	February 15, 2018	February 15, 2018	June 1, 2018	June 1, 2018

Fall 2017	Spring 2018
Semester Begins: Aug 21	Semester Begins: Jan 22
Thanksgiving: Nov 22-24	Spring Break: Mar 19-23
Finals: Dec 11-15	Finals: May 14-18
Semester Ends: Dec 21	Semester Ends: May 24

Each RTP candidate will be in one of these RTP Schedules. Notification emails will be sent on the dates specified in the RTP Schedule – when the WPAF is being passed to you for action, and when a deadline is coming due or is overdue and you have not taken action.

Open Access to WPAFs Notification to Dean or School/University RTP Committee

At 6am on the date that the Dean or School/University RTP Committee gains access to the WPAFs for that RTP Schedule, the Dean or all RTP committee members will receive an email like this, saying that it is the start of the time to review.

From:	NoReply@onbase.sonoma.edu		Sent: Fri 8/17/2018 11:15 AM
To:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores		
Cc:	Faculty Affairs		
Subject:	RTP Notification - Open Access to WPAFs for 4th PY, Tenure and Promotion Performance Review		

You are receiving this email in your capacity as a School RTP Committee member. The WPAFs for candidates in the 4th PY, Tenure and Promotion Performance Review RTP schedule for 2016-2017 academic year are ready for review. All committee members should review the WPAFs by clicking one of the links below.

Close your browser window when done (no one else can update a Record of Action Taken if you have it open).

The committee chair is then responsible for completing the following actions by 8/15/2018.
  - Upload the School RTP committee's recommendation
  - Check the box(es) to indicate the recommendation
  - Sign
Click "Save" at the bottom of the form to save your changes and attachment(s).
Close your browser window when done, so that the candidate can confirm receipt of your recommendation.

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.

You can access the folder containing all your candidates for this RTP schedule 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?KT172_0_0_0=2016-2017&KT221_0_0_0=4th+PY,+Tenure+and+Promotion+Performance+Review&FT=116&clienttype=html&chksum=930ba95de7cf35bd6942a97f3fc08a243dffa3c351c773602c5ca610a5934a15

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?KT172_0_0_0=2016-2017&KT221_0_0_0=4th+PY,+Tenure+and+Promotion+Performance+Review&FT=116&clienttype=html&chksum=930ba95de7cf35bd6942a97f3fc08a243dffa3c351c773602c5ca610a5934a15

You can access the folders for all RTP schedules 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?&FT=115&clienttype=html&chksum=930ba95de7cf35bd6942a97f3fc08a243dffa3c351c773602c5ca610a5934a15

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?&FT=115&clienttype=html&chksum=930ba95de7cf35bd6942a97f3fc08a243dffa3c351c773602c5ca610a5934a15

If you wish, you may contact Faculty Affairs at FACULTYAFFAIRS@SONOMA.EDU or 664-3236

You will receive only one email, covering all of your candidates, on the date you gain access to the WPAFs.

There are 4 links in the email.
- The first 2 (on campus link and off campus/Wi-Fi link) go to the "RTP Schedule" folder, containing a folder for each of your candidates for that RTP Schedule.
- The second 2 links (on campus link and off campus/Wi-Fi link) go to the "RTP WPAF Working Personnel Action File Cabinet", containing a folder for each of the 4 RTP Schedules. You can drill down to any of your candidates in any of the RTP Schedules using this link.

You must sign up through the IT Helpdesk for Multi Factor Authentication to be able to use one of the off-campus/Wi-Fi links.

The next pages show you how to navigate through the folders to view the candidates' WPAFs.

Navigating WPAF Folders, Documents and Record of Action Taken Form

If you click one of the first two links in the "Open Access" email on the previous page, you will be taken to the "RTP Schedule" folder at right.

The upper left corner shows folders for all of your candidates for that RTP Schedule.

The same folders are listed in both the upper left "Folder Type Dynamic" pane and the lower left "Child Folders" pane.

Click on the folder for one of the candidates to see that candidate's WPAF (single click in the upper left pane, or double click in the lower left pane).
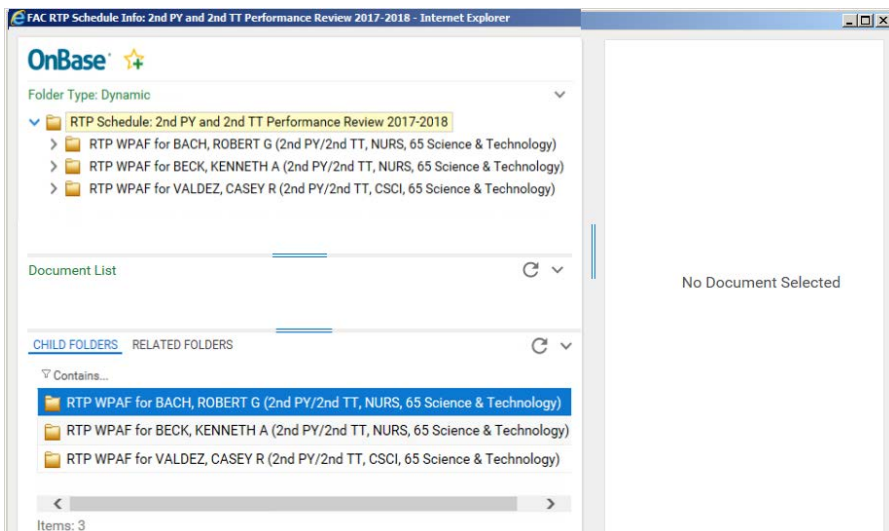
If you click one of the second two links in the "Open Access" email on the previous page, it shows you folders for all the RTP Schedules.

Click on one of the RTP Schedule folders to drill down and see your candidates for that RTP Schedule.

The same folders are listed in both the upper left "Folder Type Dynamic" pane and the lower left "Child Folders" pane.

To see the contents of the folder, either single click a folder in the upper left pane, or double click a folder in the lower left pane.
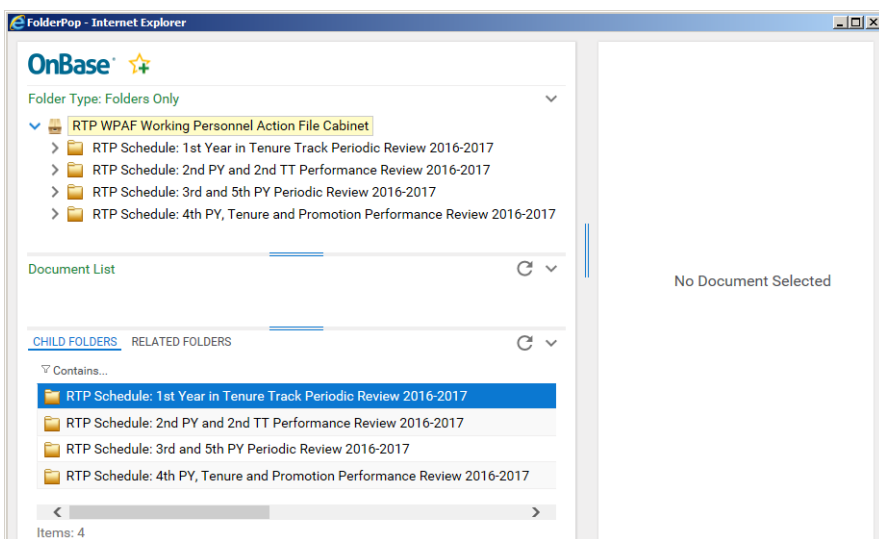
Once you drill down to a specific candidate, you will see a screen similar to that shown on the next page.

When you click to go to a particular candidate's WPAF, it brings up this screen:

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.

This is what the entire Record of Action Taken form looks like.

RTP Committee members always see all sections. Those with update access (candidates, RTP committee chairs and Deans) will not see the sections of the form below the section that is waiting for them to update.

These are the sections of the form:
- The top section identifies the candidate, department, school and RTP cycle information.

- "**Candidate WPAF Documents**" section shows whether the candidate has declared the WPAF complete.
  You can click the header to see candidate documents.

- "**Department RTP Committee Action**" section shows the department RTP committee recommendation.
  You can click the header to see department documents.

- "**Candidate Response to Department Recommendation**" section shows whether the candidate has confirmed receipt of the department recommendation.
  You can click the header to see any candidate response (rebuttal).

- "**School RTP Committee Action**" section (which is only present if there is a School review) shows the school RTP committee recommendation.
  You can click the header to see school documents.

- "**Candidate Response to School Recommendation**" section shows whether the candidate has confirmed receipt of the school RTP committee recommendation.
  You can click the header to see any candidate response (rebuttal).

- "**Dean Action**" section shows the Dean's recommendation.
  You can click the header to see Dean's documents.

- "**Candidate Response to Dean's Recommendation**" section shows whether the candidate has confirmed receipt of the Dean's recommendation.
  You can click the header to see any candidate response (rebuttal).

- "**University RTP Committee Action**" section (which is only present if there is a URTP review) shows the URTP recommendation.
  You can click the header to see the URTP documents.

- "**Candidate Response to URTP Recommendation**" section shows whether the candidate has confirmed receipt of the URTP recommendation.
  You can click the header to see any candidate response (rebuttal).

- "**Candidate Action**" section shows the candidate's signature at the end of the RTP process.

Dean or RTP Committee Chair Attaches Documents, Recommends and Signs

To drill down to a particular candidate, click the appropriate folder in the upper left pane:
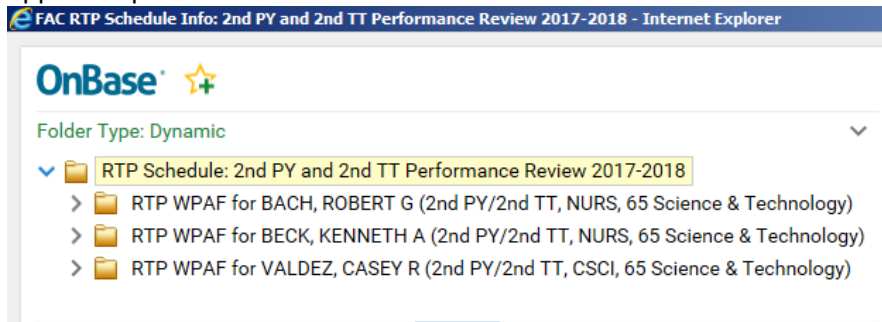
Below is what the "FAC RTP Current WPAF" Unity Form looks like for the Dean or RTP Committee Chair after the WPAF has been forwarded to this level of review and before it is forwarded on to the next level. The rest of the RTP Committee does not see the same thing, because they can only look at the form. Only the RTP Chair can update it.

Update the form as follows:

1) Use the buttons to "Attach" the Recommendation document, and Minority Report, if any.
   - **Attach PDFs, not Word/Excel.**
   - You can "Remove" an attachment before you "Save", but after you "Save", you must contact Faculty Affairs if you want to replace or remove an attachment.
2) Check the boxes for what is being "Recommended" and "Not Recommended".
3) "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/time signed.
4) Click the "Save" button at bottom.

Once all of the above is done, the candidate is notified to review and confirm receipt of recommendation.

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

You can attach one or more documents and save before you sign. You sign only after you have attached the Recommendation (and Minority Report, if any), and checked the boxes.

If the candidate requests a meeting after seeing the recommendation, the RTP Chair should "Attach Meeting Summary" and "Save" before the date the WPAF is sent to the next level.

Attach PDF

Please attach PDFs instead of Word or Excel files.

If one attaches a Word or Excel file, then this is what it looks like when someone tries to look at that document.

Instead of showing the document, it asks you to Open or Save it, which is inconvenient for viewing, and leaves a copy of that file on the workstation used to view the document. RTP WPAF documents should not be viewed by unauthorized persons, so one should not leave a copy of the document on one's workstation, where someone else might find it.
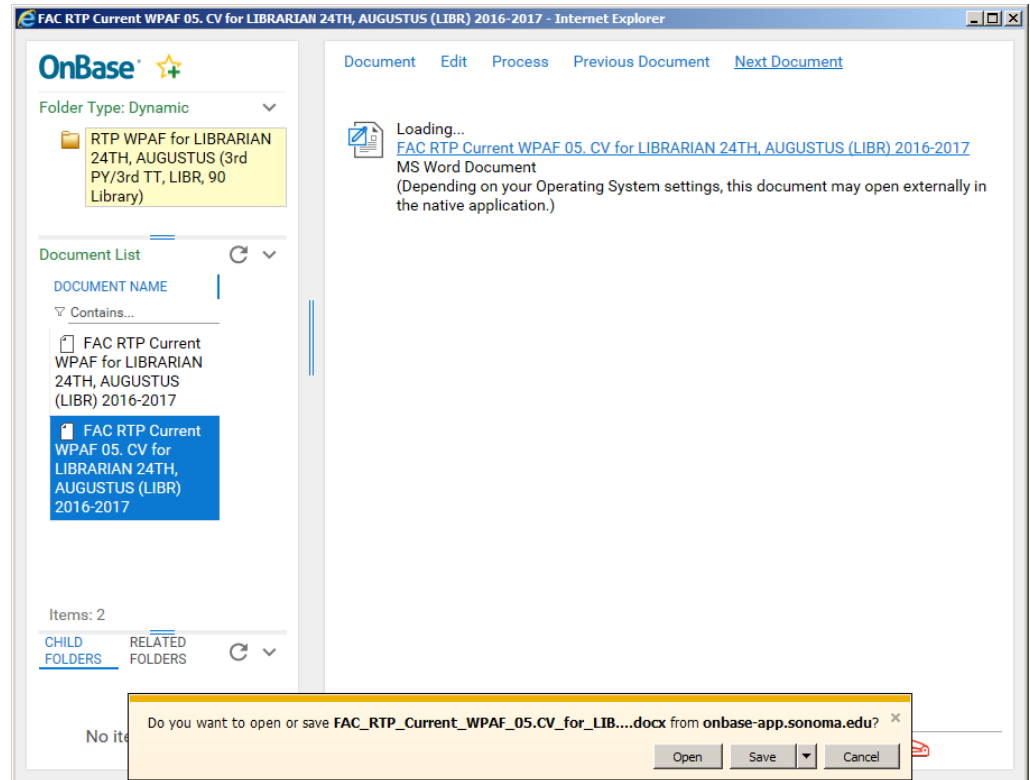
If one attaches a PDF, then it can be easily viewed by clicking the document name, and it does not leave a copy of the document on the viewer's workstation.
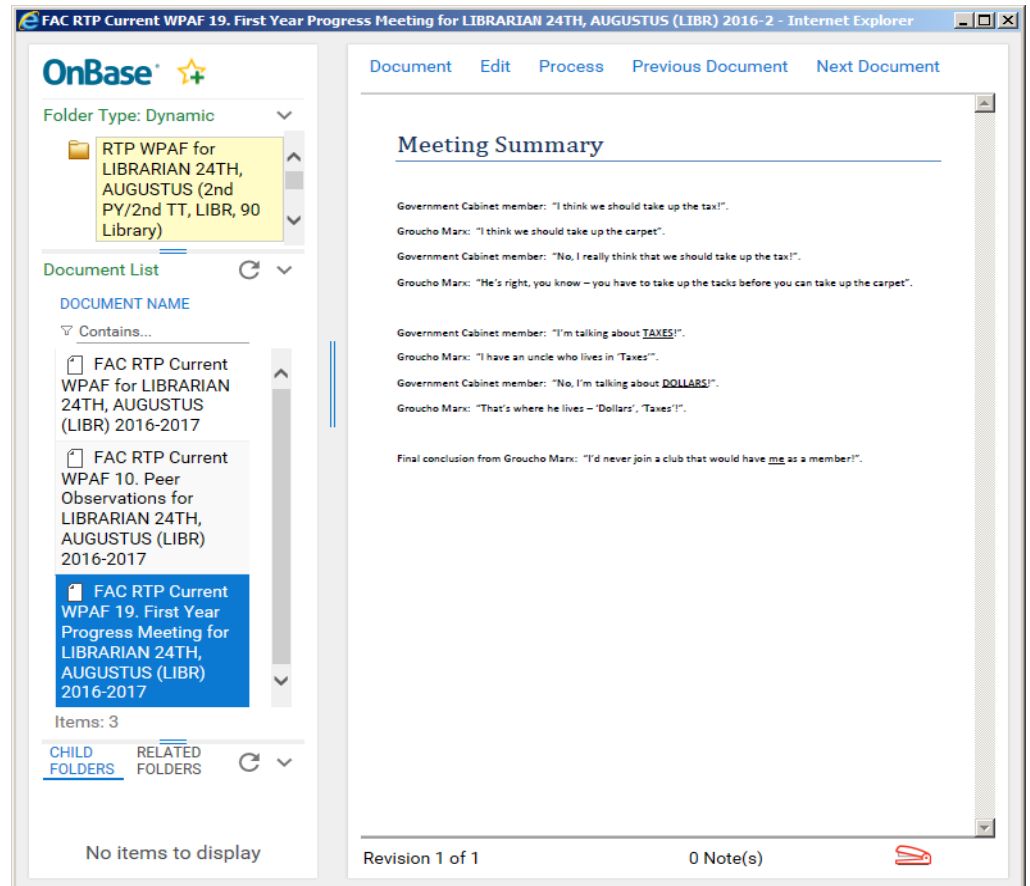
Recommendation Missing Required Document(s) Notification to Dean or RTP Chair

If the Dean or RTP Committee Chair signs and Saves the form before attaching the Recommendation document, the system will send an email similar to this to the Dean or RTP Committee Chair.

ℹ This message was sent with High importance.

From:	NoReply@onbase.sonoma.edu	Sent:	Thu 8/23/2018 10:24 AM
To:	Ken Beck		
Cc:			
Subject:	RTP Notification - Your Recommendation is Missing Required Document(s)		

You are receiving this email because you have signed the School RTP Committee Action section of the Record of Action Taken form for Earl E Tenyer, but you have not completed all of the actions you are responsible for.

The Recommendation document is missing.

Please attach the required document(s) and click the "Save" button before the due date, 8/15/2018.
Then close your browser window (no one else can update the Record of Action Taken when you have it open).

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.

You can access the Folder containing the Record of Action Taken form and all the 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

If you wish, you may contact Faculty Affairs at FACULTYAFFAIRS@SONOMA.EDU or 664-3236

If you receive an email like this one, you should click one of the links to access that candidate's form, attach the Recommendation (and Minority Report, if any), and click "Save".

Recommendation Overdue Notification to Dean or RTP Committee Chair

RTP committee members can only look at the WPAFs, but the RTP Committee Chair must, for each candidate, attach the Recommendation document (and, if present, Minority Report), and update the Record of Action Taken form with Recommended/Not Recommended actions and signature.

At 5pm on the date that the RTP Recommendation is due, if the Record of Action Taken Unity Form has not been signed, the "Recommended"/"Not Recommended" check boxes checked, or the Recommendation document not attached, then the system sends an email similar to the example below to all members of the RTP Committee, and CCs Faculty Affairs.

A separate "Overdue" email is sent for each candidate that requires action.

The RTP Committee Chair should click one of the links at the bottom of the above email, attach the remaining documents, check the "Recommended"/"Not Recommended" check boxes, sign, and then click "Save".

Other RTP Committee members and Faculty Affairs may follow up with the RTP Chair to make sure this is done.

Click one of the links at the bottom of the above email to access that candidate's form, attach the remaining documents, check the "Recommended"/"Not Recommended" check boxes, sign, and then click "Save".

Response Has Been Uploaded Notification to Dean or RTP Committee

If and when a candidate attaches a "Response" to the Dean or RTP Committee Recommendation, the following email is immediately sent by the system to the Dean or RTP Committee.
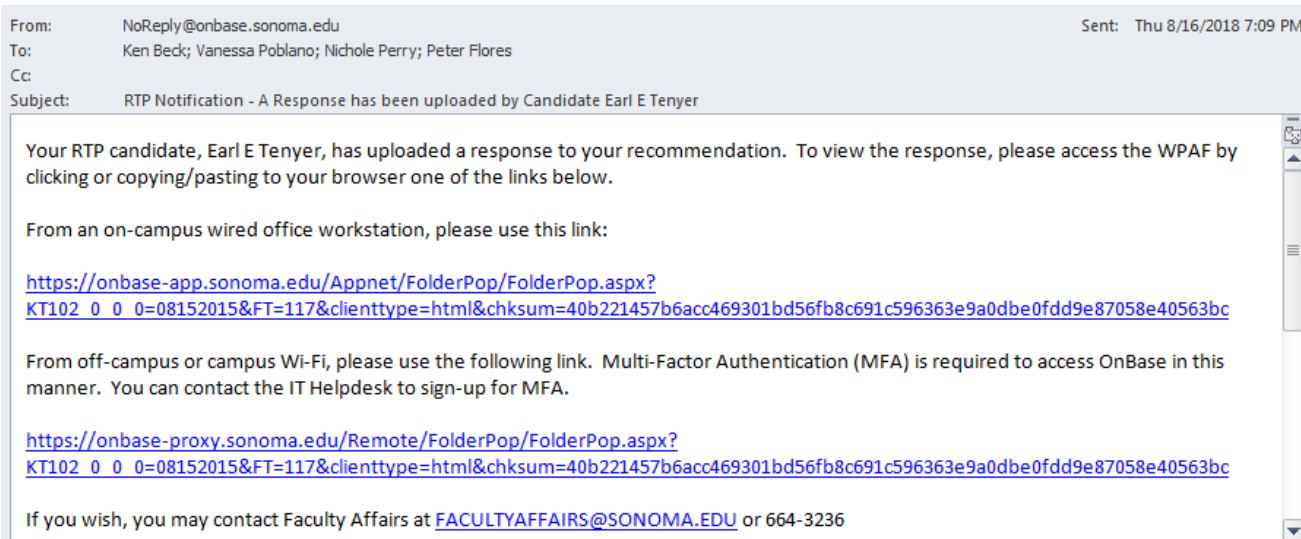
Upon receiving this email, the Dean or RTP committee members should click one of the links at the bottom to open the candidate's WPAF, find the document in the middle left panel called "FAC RTP Current WPAF 03.b School Candidate Response…" (or "…02.b Dean…" or "…01.b URTP…"), click on that document and read it.

Attaching Summary of the Dean or RTP Committee Meeting with Candidate

The candidate may request a meeting with the Dean or RTP Committee after the Recommendation is given. Requesting a meeting is done outside of the system.

If the Dean or RTP Committee meets with the candidate, then the Dean or RTP Committee Chair should attach the meeting summary to the candidate's form.

The Dean or RTP Committee Chair will only have the ability to attach the meeting summary until the candidate's WPAF is forwarded to the next level of review, so the meeting summary should be attached before then. If you miss the deadline, then contact Faculty Affairs.