Sonoma State University

OnBase RTP Process for Department RTP Committee Chairs

Faculty Affairs. Reappointment, Tenure and Promotion

Ken Beck
10/14/2018

OnBase RTP Process – Dept RTP Committee Chairs

Overview

This document outlines procedures for Department RTP Committee Chairs to use the OnBase Reappointment, Tenure and Promotion system.

Department 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 that will open the candidate's Working Personnel Action File (WPAF) and Record of Action Taken form.

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

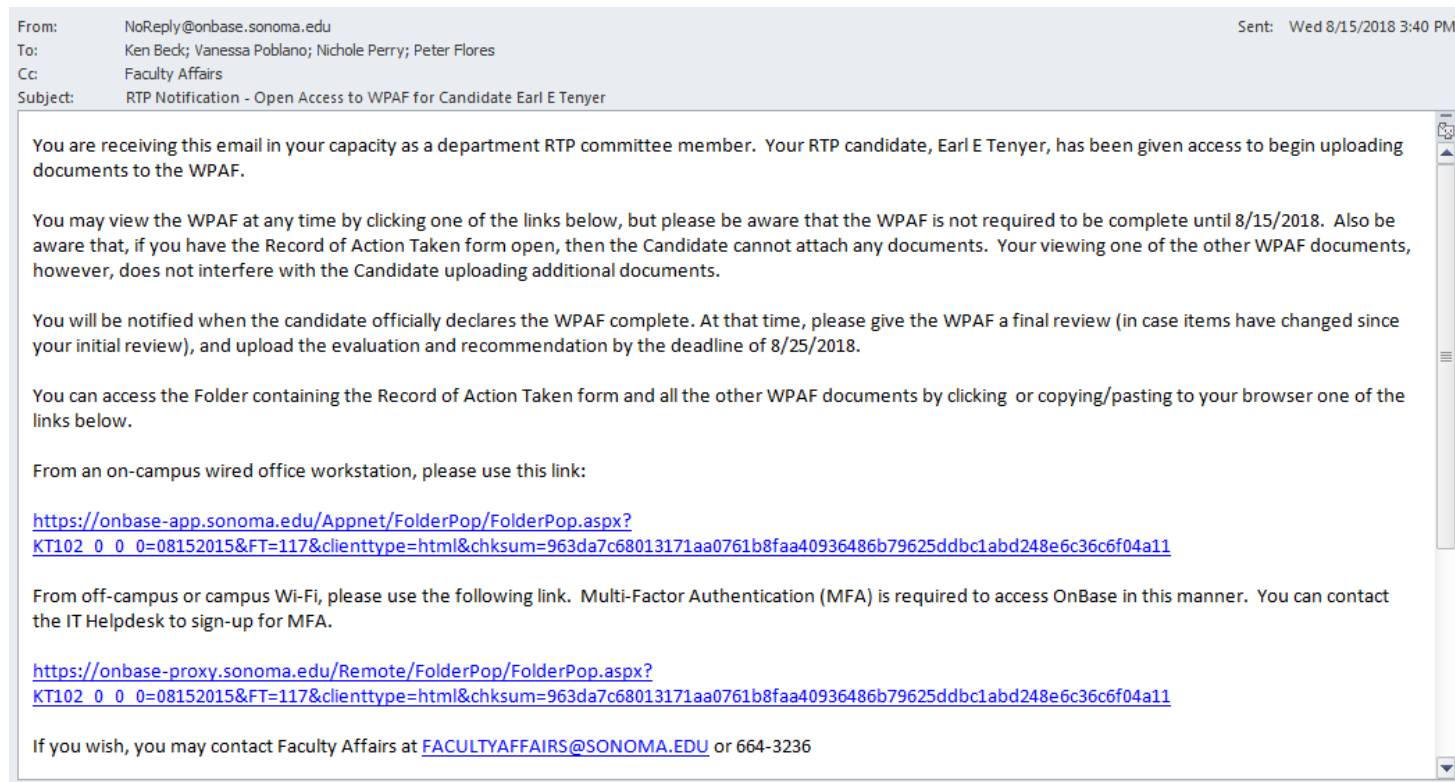| Fall 2017		Spring 2018	
Semester Begins: Aug 21		Semester Begins: Jan 22	
Thanksgiving: Nov 22-24		Spring Break: Mar 19-23	
Finals: Dec 11-15		Finals: May 14-18	
Semester Ends: Dec 21		Semester Ends: May 24	

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 WPAF Email Notification to Department RTP Committee

This email goes out to all Department RTP Committee members at the start of the RTP Schedule (see above).

The Department RTP Committee will receive one email for each candidate in that RTP Schedule for that department.

From:	NoReply@onbase.sonoma.edu	Sent:	Wed 8/15/2018 3:40 PM
To:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores		
Cc:	Faculty Affairs		
Subject:	RTP Notification - Open Access to WPAF for Candidate Earl E Tenyer		

You are receiving this email in your capacity as a department RTP committee member. Your RTP candidate, Earl E Tenyer, has been given access to begin uploading documents to the WPAF.

You may view the WPAF at any time by clicking one of the links below, but please be aware that the WPAF is not required to be complete until 8/15/2018. Also be aware that, if you have the Record of Action Taken form open, then the Candidate cannot attach any documents. Your viewing one of the other WPAF documents, however, does not interfere with the Candidate uploading additional documents.

You will be notified when the candidate officially declares the WPAF complete. At that time, please give the WPAF a final review (in case items have changed since your initial review), and upload the evaluation and recommendation by the deadline of 8/25/2018.

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

The links in this and the other emails you will receive will take you to the RTP WPAF folder for the specific candidate mentioned in the email. The links in any of these emails will work at any time during the RTP process.

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.

This email just lets you look at documents that the candidate has attached. You will not be able to make changes or attach your committee's documents until the candidate has declared the WPAF complete.

When you click a link and first enter the candidate's WPAF, you will have the candidate's Record of Action Taken form open. The candidate will not be able to attach additional documents to the WPAF until you navigate away from this form or close your browser window, **so please don't leave the Record of Action Taken form open any longer than you need to**.

The next page shows how to navigate to other documents in the candidate's WPAF.

Navigating WPAF Folders, Documents and Record of Action Taken Form

When you click a link in an RTP Notification email, 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.

WPAF has been Completed Notification to Department RTP Committee

Once the candidate has declared the WPAF complete, the following email is immediately sent to all members of the Department RTP Committee.

From:	NoReply@onbase.sonoma.edu	Sent: Fri 8/17/2018 11:01 AM
To:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores	
Cc:	Faculty Affairs	
Subject:	RTP Notification - WPAF has been completed by Candidate Earl E Tenyer	

Dear Department RTP Committee:

Your RTP candidate, Earl E Tenyer, has declared their WPAF complete. All committee members should now review the WPAF, using 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 responsible for completing the following actions by 8/16/2018.
- Upload the department RTP committee's evaluation
- Upload the department 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 attachments.
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 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

The links at the bottom of this email are the same as the links at the bottom of the "Open Access to WPAF" email for this candidate, which the Department RTP Committee received earlier. Links from either email will take you to the candidate's WPAF.

When the Department RTP Committee receives this email, they can click one of the links to review all the documents in the candidate's WPAF.

The Chair of the Department RTP Committee can use one of the links to attach the Evaluation and Recommendation documents to the candidate's WPAF, check the Recommended/Not Recommended boxes and sign the Record of Action Taken for this candidate. This should be done before the deadline specified in the above email.

Note that, if the Record of Action Taken Form is locked by someone else, then you can't attach documents or otherwise update the Form. If this happens, then either try again later or contact Faculty Affairs, who can remove the lock to allow updates.

Department RTP Chair Attaches Documents, Recommends and Signs

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

SONOMA STATE UNIVERSITY

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
KENNETH A BECK

Action Request
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

Candidate WPAF Documents (click to show/hide attachments) (5)

WPAF was Declared Complete by
Ken Beck (BECKKEN)

When Declared Complete
12/05/2017 04:59:13 PM

Department RTP Committee Action (click to show/hide attachments)

Evaluation Document
[Attach Evaluation Document]

Recommendation
[Attach Recommendation]

Minority Report (optional)
[Attach Minority Report (optional)]

Meeting Summary (optional)
[Attach Meeting Summary (optional)]

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.

Give Recommendation to Candidate and Sign by 01/07/2019.

Candidate: KENNETH BECK. Action Request: Reappointment.

Recommended ☐ **Reappointment** ☐ **Tenure** ☐ **Promotion** ☐ **Early Tenure** ☐ **Early Promotion**

Not Recommended ☐ **Reappointment** ☐ **Tenure** ☐ **Promotion** ☐ **Early Tenure** ☐ **Early Promotion**

Department RTP Committee
DEPAK ARTICHOKE (BECKKEN – Chair), CASEY VALDEZ, VANESSA POBLANO

My signature acknowledges that I, and all members of the committee, have access to the e-WPAF throughout the cycle in order to view recommendations at subsequent levels.

Dept RTP Committee Chair Signature/Approval *

Click to Sign Document

Signed By

When Signed

[Save]

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

This is what the "FAC RTP Current WPAF" Unity Form looks like for the Department RTP Committee Chair after the candidate has declared the WPAF complete 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.

The Department RTP Chair should:
1) Use the buttons to "Attach" the Evaluation and Recommendation documents, 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 to replace/remove an attachment.
   - You can attach one or more documents and save before you sign.
2) Check the boxes for what is being "Recommended" and "Not Recommended".
3) "Click to Sign Document".
   - You sign only <u>after</u> you have attached the Evaluation, Recommendation (and Minority Report, if any), and checked the boxes.
   - 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 you 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.

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.
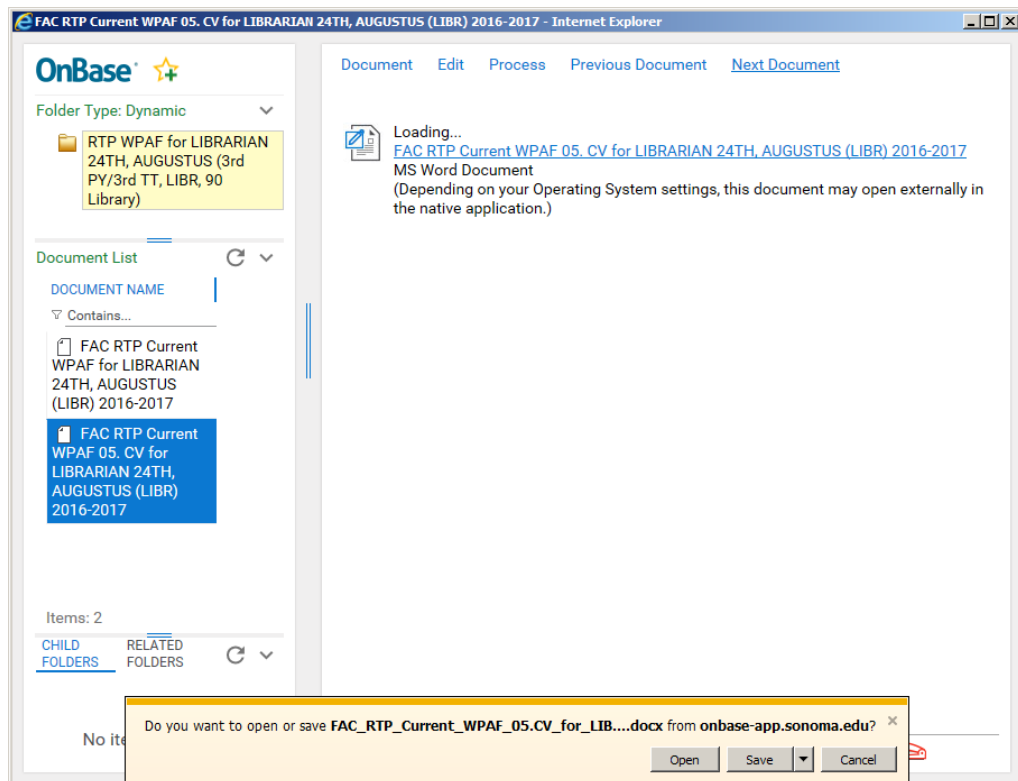
If one attaches a PDF, then it can be easily viewed by clicking the document name, and it does not leave a copy of the document on the viewer's workstation.

Recommendation Missing Required Document(s) Notification to Dept RTP Chair

If the Department RTP Chair signs and Saves the form before attaching the Evaluation and Recommendation documents, the system will send this email to the RTP Chair.

ⓘ This message was sent with High importance.

From:	NoReply@onbase.sonoma.edu	Sent:	Thu 8/16/2018 5:36 PM
To:	Ken Beck		
Cc:			
Subject:	RTP Notification - Your Recommendation is Missing Required Document(s)		

You are receiving this email because you have signed the Department 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.

Missing Required document(s): Evaluation, Recommendation.
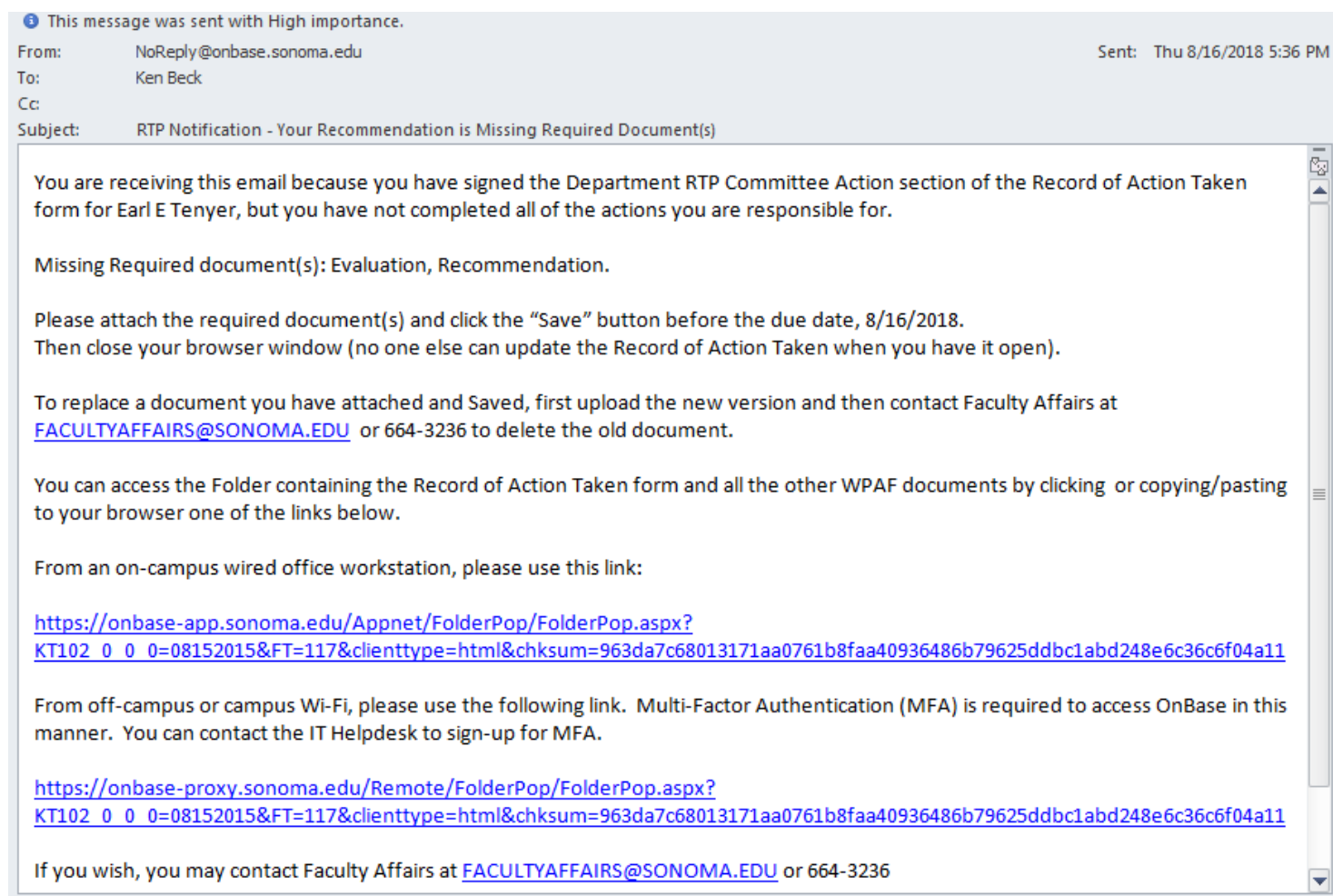
Please attach the required document(s) and click the "Save" button before the due date, 8/16/2018.
Then close your browser window (no one else can update the Record of Action Taken when you have it open).

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.

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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

The above email lists exactly which required documents are missing, and the due date.

Click one of the links to access that candidate's form, attach the missing Evaluation and/or Recommendation (and Minority Report, if any), and click "Save".

Recommendation and Evaluation Overdue Notification to Department RTP Chair

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

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

ⓘ This message was sent with High importance.

From:	NoReply@onbase.sonoma.edu	**Sent:** Thu 8/23/2018 10:50 AM
To:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores
Cc:	Faculty Affairs
Subject:	RTP Notification - Overdue - Recommendation and Evaluation for Earl E Tenyer

Dear Department RTP Committee Chair:

You are receiving this email because you have not completed some or all of the required actions for your RTP candidate, Earl E Tenyer, which were due 8/23/2018.

The committee chair is responsible for the completing the following actions:
- Upload the department RTP committee's evaluation
- Upload the department 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 attachments.
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

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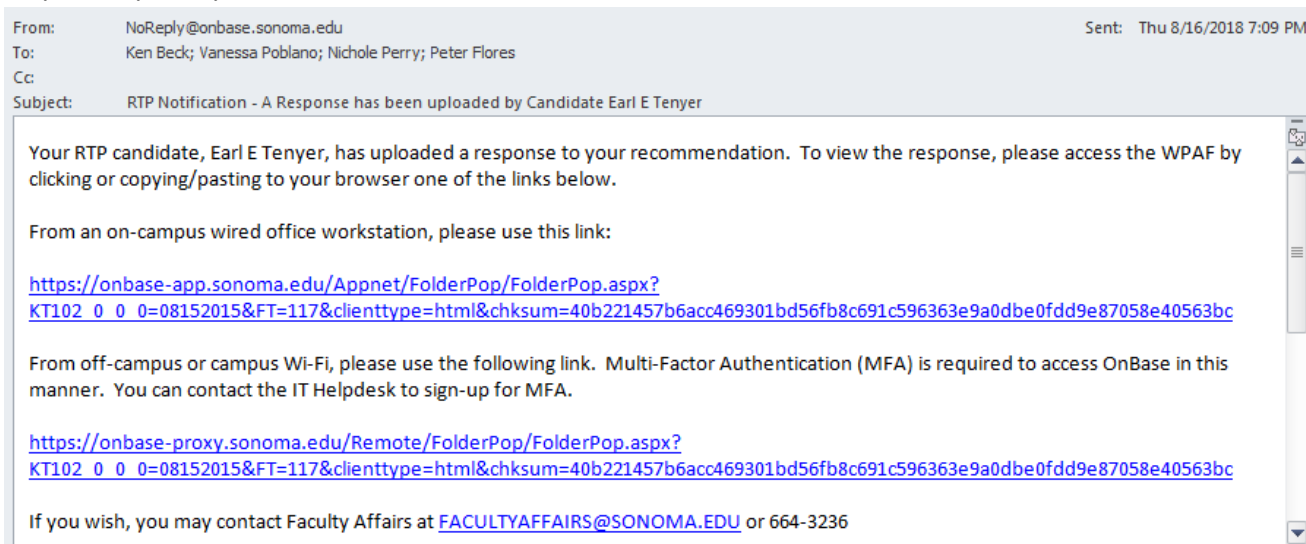

If you receive this email, then click one of the links at the bottom of the above email to open the Record of Action Taken form. Then attach the remaining documents, check the "Recommended"/"Not Recommended" check boxes, sign, and "Save".

Faculty Affairs may follow up with the Department RTP Chair to make sure this is done.

Response Has Been Uploaded Notification to Department RTP Committee

If and when a candidate attaches a "Response" to the RTP Committee Recommendation, the following email is immediately sent by the system to the RTP Committee.

From:	NoReply@onbase.sonoma.edu		Sent: Thu 8/16/2018 7:09 PM
To:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores		
Cc:			
Subject:	RTP Notification - A Response has been uploaded by Candidate Earl E Tenyer		

Your RTP candidate, Earl E Tenyer, has uploaded a response to your recommendation. To view the response, please access the WPAF 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=40b221457b6acc469301bd56fb8c691c596363e9a0dbe0fdd9e87058e40563bc

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=40b221457b6acc469301bd56fb8c691c596363e9a0dbe0fdd9e87058e40563bc

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

Upon receiving this email, the committee should click a link in the email to open the candidate's WPAF, find the document called "FAC RTP Current WPAF 04.b Department Candidate Response…" and click on that document to read it.

Attaching Summary of Dept RTP Committee Meeting with Candidate

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

If the RTP Committee meets with the candidate, then the RTP Committee Chair should attach the meeting summary to the candidate's Record of Action Taken form (and Save), so it will appear in the WPAF.

Department RTP Committee Action (click to show/hide attachments) (2)

Evaluation Document
FAC RTP Current WPAF 06. RTP Evaluation Document for BECK, KENNETH A (NURS) 2017–2018
[Attach Evaluation Document]

Recommendation
FAC RTP Current WPAF 04. Department RTP Committee Recommendation for BECK, KENNETH A (NURS) 2017–2018
[Attach Recommendation]

Minority Report (optional)
[Attach Minority Report (optional)]

Meeting Summary (optional)
[Attach Meeting Summary (optional)] ←

The 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.