Sonoma State University

OnBase RTP Process for Department RTP Committee Members

Faculty Affairs. Reappointment, Tenure and Promotion

Ken Beck 8/24/2018

Overview

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

Department RTP Committee members 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 members use the OnBase RTP system to review documents in the candidate's WPAF.

RTP Calendar

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

PY=Probationary Year	1 1st TT year at SSU	2 2nd PY/2nd TT	3 3rd & 5th PY	4 4th PY,	
TT = Tenure Track	i istiriyearatooo			Tenure & Promotion	
	Periodic Review	Performance Review	Periodic Review	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	
WDAE is dealared complete:	October 27, 2017	September 5, 2017	January 26, 2018	October 13, 2017	
WPAF is declared complete:	October 27, 2017	September 5, 2017	January 20, 2010	October 13, 2017	
Dept. RTP recommendation due:	November 3, 2017	September 12, 2017	February 2, 2018	October 20, 2017	
Candidate acknowledges receipt and may		0 / / 00 00/7	51 10 0010	0.4.4.04.0047	
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	N/A				
request meeting by:	IN/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	
Dean's recommendation due.	December 5, 2017	October 30, 2017	April 20, 2016	Tebruary 10, 2010	
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	
requeet meeting sy.		200011120111, 2011		, ipin 11, 2011	
President/Designee accesses WPAF:		December 18, 2017		April 24, 2018	
President or designee notifies		February 15, 2018	June 1, 2018	June 1, 2018	
candidate of decision by:					
Fall 2017	Spring 2018				
Semester Begins: Aug 2	Semester Begins: Jan 22 Spring Break: Mar 19-23				
Thanksgiving: Nov 22-2 Finals: Dec 11-15					
Semester Ends: Dec 21	1	Finals: May 14-18 Semester Ends: May 24			
Comester Ends. Dec 2		Seriesici Enus. May 24			

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

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	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			_
	eceiving this email in your capacity as a department RTP committee member. Your RTP candidate, Earl E Tenyer, has been given acce Its to the WPAF.	ss to be	egin uploading	
aware th	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 unti at, if you have the Record of Action Taken form open, then the Candidate cannot attach any documents. Your viewing one of the oth , does not interfere with the Candidate uploading additional documents.			,
	e notified when the candidate officially declares the WPAF complete. At that time, please give the WPAF a final review (in case items al review), and upload the evaluation and recommendation by the deadline of 8/25/2018.	have	changed since	=
You can a links belo	ccess the Folder containing the Record of Action Taken form and all the other WPAF documents by clicking or copying/pasting to you w.	r brow	vser one of the	
From an o	on-campus wired office workstation, please use this link:			
	nbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1abd248e6c36c6f04a11			
	campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to access OnBase in this mann Ipdesk to sign-up for MFA.	er. You	u can contact	
	nbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1abd248e6c36c6f04a11			
If you wis	h, γou may contact Faculty Affairs at <u>FACULTYAFFAIRS@SONOMA.EDU</u> 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 in the email 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.

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:

- "<u>RTP</u> 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.

Last Updated 9/28/2018 by Ken Beck

SONOMA Reappointment, Tenur	re, and Promotion – Record of Action Taken
STATE UNIVERSITY	
USE OF THIS FORM: This form facilitates all document up constitutes the Record of Action Taken (RAT) form per SI WPAF and this RAT form shall be placed in the candidate	SU RTP policy LH.3. Upon completion of the review process, the
Candidate Name Action Reques	t and Early Promotion to Associate
Department School Academic Y BUSAD 43 Business and Economics 2016-2017	ear Present Rank Assistant Professor
Current Probationary Year Years of Service Initial Do 2 Fall 2015	tte Initial Rank
Candidate WPAF Documents (click to show/hide attac	hments)
WPAF was Declared Complete by When Dec	Clared Complete
Department RTP Committee Action (click to show/hid	e attachments)
Recommended Reappointment Tenure Prom	
Not Recommended Reappointment Tenure P Department RTP Committee	romotion Early Tenure Early Promotion
KENNETH BECK (BECKKEN - Chair), MARTY MEMBER My signature acknowledges that I, and all members of th	e committee, have access to the e-WPAF throughout the
cycle in order to view recommendations at subsequent le Dept RTP Committee Chair Signature/Approval *	
	When Signed
Candidate Response to Department Recommendat	ion (click to show/hide optional attachment)
Receipt of Recommendation Confirmed By (Candidate)	
School RTP Committee Action (click to show/hide atta	anamayora
Recommended Reappointment Tenure Prom	
School RTP Committee	
KENNETH A BECK (BECKKEN - Chair), SCOTTIE SCHOOLN My signature acknowledges that I, and all members of th	e committee, have access to the e-WPAF throughout the
cycle in order to view recommendations at subsequent le School RTP Committee Chair Signature/Approval*	signed By
	When Signed
Candidate Response to School Recommendation (o	lick to show/hide optional attachment)
Receipt of School Recommendation Confirmed By (Car	didate) When Confirmed
Dean Action (click to show/hide attachments)	
Recommended Reappointment Tenure Pror	notion Early Tenure Early Promotion
Not Recommended Reappointment Tenure	Promotion Early Tenure Early Promotion
Dean KENNETH A BECK (BECKKEN)	
My signature acknowledges that I have access to the e-W recommendations at subsequent levels.	VPAF throughout the cycle in order to view
Dean Signature/Approval *	Signed By
	When Signed
- Candidate Response to Dean's Recommendation (o	
Receipt of Dean's Recommendation Confirmed By (Can	didate) When Confirmed
University RTP Committee Action (click to show/hide	attachments)
Recommended Reappointment Tenure Prom	
Not Recommended Reappointment Tenure P University RTP Committee Names	romotion Early Tenure Early Promotion
KENNETH A BECK (BECKKEN - Chair), Just Ken	
University RTP Committee Chair Signature/Approval*	Signed By
	When Signed
Candidate Response to URTP Recommendation (cli	ck to show/hide optional attachment)
Receipt of URTP Recommendation Confirmed By (Cand	idate) When Confirmed
Candidate Action Section	
My signature acknowledges that I have seen the recom	mendations at all levels, it does not necessarily indicate
agreement with the content of the recommendations. Candidate Signature*	Signed By
	When Signed

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)

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.

	in KIP Committee.			
From:	NoReply@onbase.sonoma.edu	Sent:	Fri 8/17/2018 11:0	1 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 Dep	artment RTP Committee:			
	candidate, Earl E Tenyer, has declared their WPAF complete. All committee members should now review e links below. Close your browser window when done (no one else can update a Record of Action Taker			
	nittee chair is responsible for completing the following actions by 8/16/2018. the department RTP committee's evaluation			
	the department RTP committee's recommendation			
	he box(es) to indicate the recommendation			
- Sign				
Click "Sav	e" at the bottom of the form to save your changes and attachments.			
	r browser window when done, so that the candidate can confirm receipt of your recommendation.			
	e a document you have attached and Saved, first upload the new version and then contact Faculty Affair AFFAIRS@SONOMA.EDU or 664-3236 to delete the old document.	s at		
	ccess the Folder containing the Record of Action Taken form and all the other WPAF documents by clickin rowser one of the links below.	ng or	copying/pasting	g
From an	on-campus wired office workstation, please use this link:			
	nbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1	abd24	8e6c36c6f04a11	
	campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to You can contact the IT Helpdesk to sign-up for MFA.	acces	s OnBase in this	5
https://o	nbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx?			
	0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc1	abd24	8e6c36c6f04a11	
If you wis	h, you may contact Faculty Affairs at <u>FACULTYAFFAIRS@SONOMA.EDU</u> 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 the Dept RTP Chair can't attach documents or otherwise update the Form. So **please do not leave the Record of Action Taken form open any longer than you have to**. You can leave any of the other documents in the WPAF open as long as you want without interfering with others.

Recommendation and Evaluation <u>Overdue</u> 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 Unity 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.

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

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

This messa	age 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		
	artment RTP Committee Chair:		
which we	reeiving this email because you have not completed some or all of the required actions for your RTP car re due 8/23/2018.	ndidat	e, Earl E Tenyer,
	nittee chair is responsible for the completing the following actions: the department RTP committee's evaluation		
	the department RTP committee's recommendation		
- Check tł	ne box(es) to indicate the recommendation		
- Sign			
	e" at the bottom of the form to save your changes and attachments.		
Then close	e your browser window (no one else can update the Record of Action Taken when you have it open).		
	e a document you have attached and Saved, first upload the new version and then contact Faculty Affa <u> FFAIRS@SONOMA.EDU</u> or 664-3236 to delete the old document.	irs at	
	ccess the Folder containing the Record of Action Taken form and all the other WPAF documents by click owser one of the links below.	king o	r copying/pasting
From an o	n-campus wired office workstation, please use this link:		
	nbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc	1abd2	48e6c36c6f04a11
	campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required t You can contact the IT Helpdesk to sign-up for MFA.	o acce	ess OnBase in this
	nbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=963da7c68013171aa0761b8faa40936486b79625ddbc	1abd2	48e6c36c6f04a11
If you wis	h, you may contact Faculty Affairs at <u>FACULTYAFFAIRS@SONOMA.EDU</u> or 664-3236		

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 7:0	9 PM
To: Cc:	Ken Beck; Vanessa Poblano; Nichole Perry; Peter Flores			
Subject:	RTP Notification - A Response has been uploaded by Candidate Earl E Tenyer			
	candidate, Earl E Tenyer, has uploaded a response to your recommendation. To view the response, please copying/pasting to your browser one of the links below.	access	the WPAF by	
From an	on-campus wired office workstation, please use this link:			=
https://o	nbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx?			
<u>KT102 0</u>	0 0=08152015&FT=117&clienttype=html&chksum=40b221457b6acc469301bd56fb8c691c596363e9a0dbe0fd	d9e870	<u>58e40563bc</u>	
	campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to acc You can contact the IT Helpdesk to sign-up for MFA.	æss On	Base in this	
	nbase-proxy.sonoma.edu/Remote/FolderPop/FolderPop.aspx? 0 0=08152015&FT=117&clienttype=html&chksum=40b221457b6acc469301bd56fb8c691c596363e9a0dbe0fd	<u>d9e870</u>	58e40563bc	
If you wi	h, you may contact Faculty Affairs at <u>FACULTYAFFAIRS@SONOMA.EDU</u> 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.

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, so it will appear in the WPAF.