Sonoma State University

OnBase RTP Process for School or University RTP Committee Members

Faculty Affairs. Reappointment, Tenure and Promotion

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Overview

This document outlines procedures for School and University RTP Committee Members to use the OnBase Retention Tenure and Promotion system.

School and University 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 to the Working Personnel Action Files (WPAF) for their candidates.

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".

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 School/University RTP Committee

At 6am on the date that the School or University RTP Committee gains access to the WPAFs, all RTP committee members will receive an email like this, saying that it is the start of their 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).
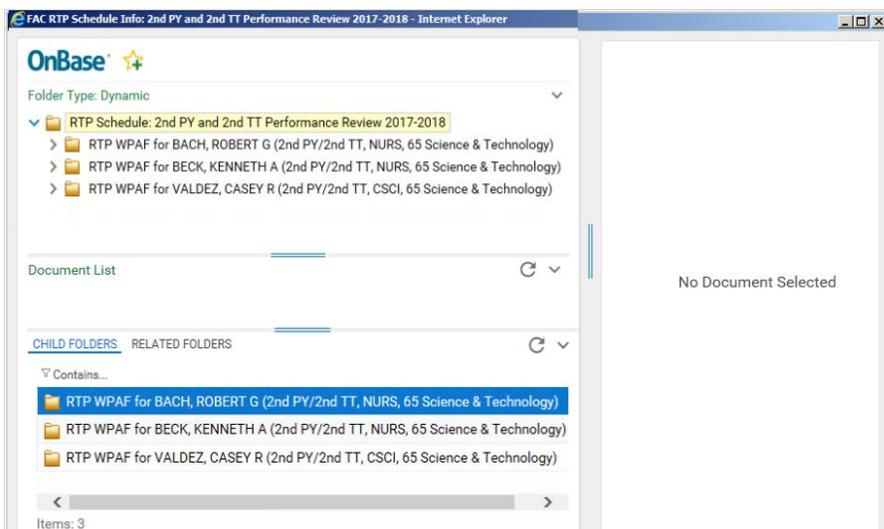
If you click one of the second two links in the "Open Access" email on the previous page, it shows you folders for all the RTP Schedules.

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.
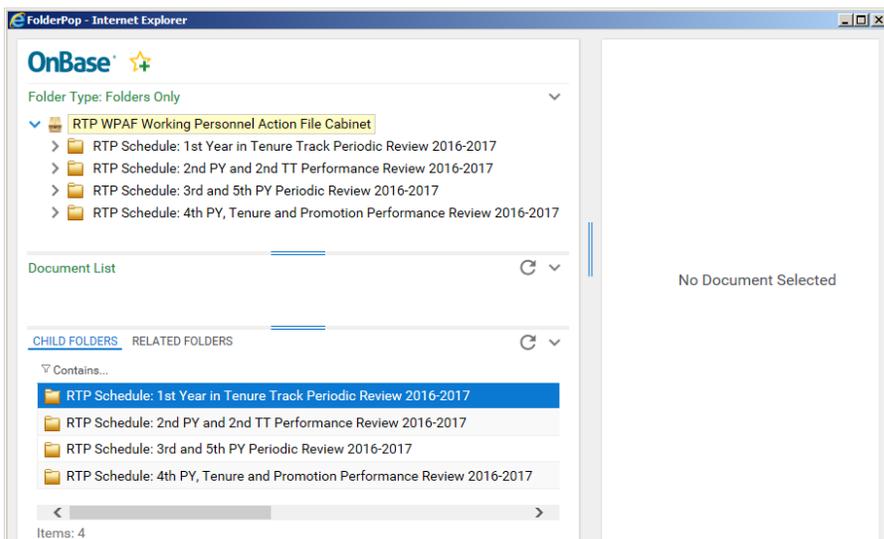
Once you drill down to a specific candidate, you will see a screen similar to that shown on the next page.

When you click to go to a 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.

Recommendation <u>Overdue</u> Notification to School/University RTP 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 "Save".

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

ℹ 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 (Earl E Tenyer)		

Dear School RTP Committee:

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 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 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

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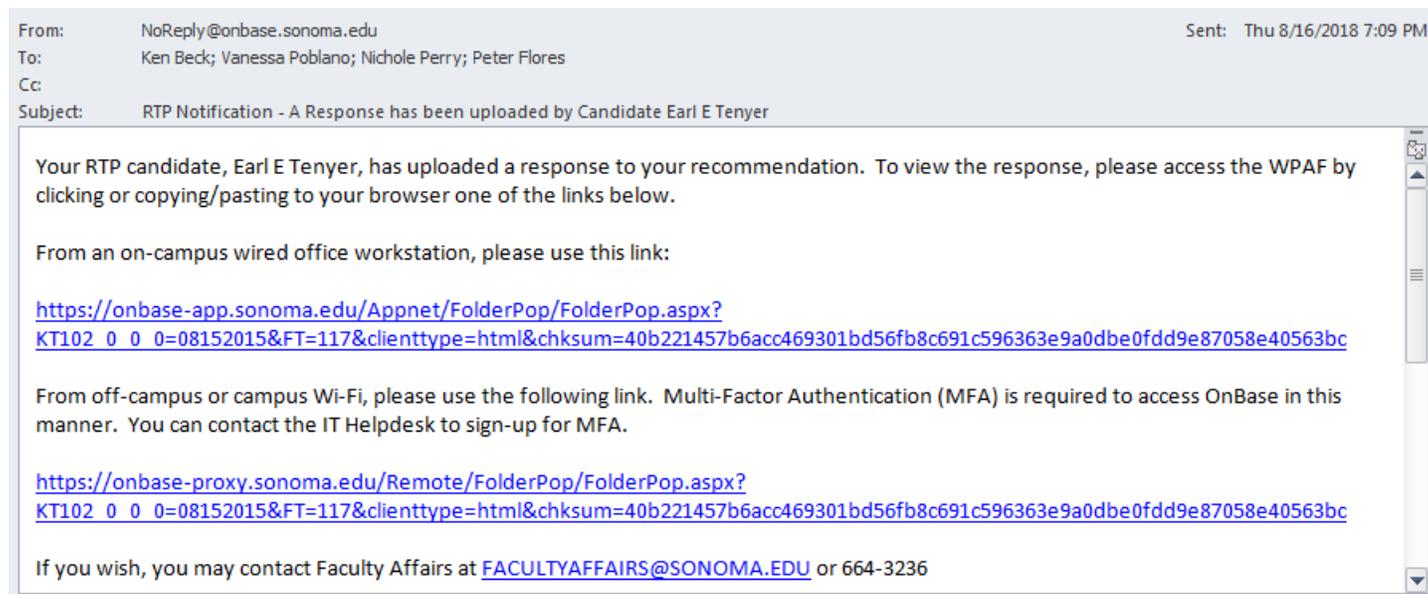
If you wish, you may contact Faculty Affairs at FACULTYAFFAIRS@SONOMA.EDU or 664-3236

Click one of the links at the bottom to bring up this candidate's WPAF and Record of Action Taken form.

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.

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 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.