

## ***Outline of Procedures for Maintenance of Digital Evidence Files in Reappointment, Tenure, and Promotion***

The Sonoma State University Reappointment, Tenure, and Promotion (RTP) policy, and the California Faculty Association Unit 3 Collective Bargaining Agreement (CBA) both reference an index of materials/evidence to be provided by each candidate as part of the candidate's Working Personnel Action File (WPAF; [RTP policy III.C.2.a](#); [CBA 11.7](#)). Sonoma State's RTP policy indicates this "evidence" file will be maintained by the candidate in a digital file (RTP policy III.C.2.b.v, and III.C.2.c.v) and be available to each member of all levels of review. After a candidate declares their WPAF complete, prior to review by the Department RTP committee, any inclusion of additional material(s) must be approved by the URTP subcommittee (RTP policy III.C.3).

In past cycles the candidates have utilized a Google shared folder as a repository for their evidence of materials. This guidance outlines the procedure for candidates, review committees, and appropriate administrators for maintenance of and access to each candidate's evidence files in a review cycle using a Google shared drive.

1. At the start of a review cycle (listed on the RTP calendar posted on the Academic Personnel website annually), Academic Personnel will post the list of members of department, school, and University RTP committees, school deans, and the provost. Each candidate will create an RTP evidence file and provide access to the committee members for their review (detailed information on setting up an evidence file folder is [HERE](#)). To help reviewers who need to have access to multiple evidence files, it is highly recommended the candidate name the file "Evidence File for RTP Review: FACULTY NAME".
2. The candidate will add material into their evidence folder in the order listed on the index of evidence the candidate includes in their WPAF.
3. Once the WPAF is declared complete by the candidate, no materials are to be added to the evidence folder without approval of the University RTP Subcommittee. A candidate's file is complete five working days prior to the date the department RTP committee provides the committee's recommendation to the candidate (RTP policy III.C.3). The date a department RTP committee must provide its recommendation to candidates is determined by the Office of Academic Personnel at the start of each evaluation cycle (RTP policy VI). Any material added to an evidence file without URTP approval will not be considered at subsequent levels of review. Members of all review committees can see the "Last modified" date on all entries.
4. Items added and approved by URTP after the file is declared complete will be reviewed by all previous levels of review for additional comments to the original evaluation document if deemed necessary to support the candidate for RTP.
5. The annual evaluation cycle ends with the sending of the President's letter to each candidate. For 1<sup>st</sup>, 2<sup>nd</sup> year, and 2<sup>nd</sup> probationary year candidates, this date

is February 15. For all other candidates, this date is no later than June 1 (RTP policy VI). After the end of the evaluation cycle, candidates may begin to add materials to their evidence folder for the next cycle of review.

Any questions about setting up an evidence folder in a shared Google Drive may be addressed to Vanessa Poblano ([vanessa.poblano@sonoma.edu](mailto:vanessa.poblano@sonoma.edu)).