*This is very much a draft for discussion purposes – the intent is to discover best practices, provide guidance to staff who are responsible for handling personnel files, and reduce duplication of documents and effort.*

*C. Mullery, August 2010*

**Checklist for WPAF**

 (Primarily for College RTP Coordinators)

\_\_\_\_\_ Each candidate is using the required PDS form.

\_\_\_\_\_ Candidate is using the appropriate **WPAF cover page** and it filled out completely and correctly.

\_\_\_\_\_ Letters of recommendation and rebuttal statement for current year placed in Section 5 in reverse chronological order (most recent on top). There must be one letter of recommendation from each reviewing body--department committee, department chair (if not serving on department committee), college committee, and dean.

\_\_\_\_\_ Letters of recommendation from previous years should be placed in Section 2.

\_\_\_\_\_ Each letter of recommendation should be:

\_\_\_\_\_ Addressed to the candidate.

\_\_\_\_\_ Signed by the recommending body (chair if committee).

 \_\_\_\_\_ Copied to the College Dean with five-day filing date notice--using calendar days. This is the copy that will be inserted into the WPAF for subsequent review. (**Note:** the filing date cannot be a Saturday, Sunday, or holiday when the campus is closed. If this is the case, use the next day that the university is open during normal business hours. Refer to “Personnel File Policies and Procedures (Five-Day Date)” for additional information.

\_\_\_\_\_ Copied to previous levels of review. Subsequent levels of review should not be copied. They will review recommendations from previous levels as the WPAF goes forward.

\_\_\_\_\_ Has candidate left instructions to forward letter of recommendation to an off campus location so that the candidate can meet the rebuttal deadline date?

\_\_\_\_\_ REBUTTALS (10-day response period). If a candidate submits a response or rebuttal statement in writing, it should be sent to the custodian of the WPAF file at the time of submission. Only the candidate has the right to submit a response or rebuttal. ***If an attachment is included, remove it and return it to the candidate***. [I would need to take this to Faculty Affairs Committee and probably the Senate to get approval before implementation.]It is the responsibility of the administrative coordinator or College RTP representative to:

\_\_\_\_\_ Check the RTP Time Schedule or letter of recommendation for deadline date. Was it submitted on time? If not, forward to the next level of review.

\_\_\_\_\_ Check rebuttal for signature by candidate.

\_\_\_\_\_ Send copies to previous levels of review (add copy notations if not included by candidate).

 \_\_\_\_ Place signed original in the WPAF before forwarding it to the next level of review.

\_\_\_\_\_ The University Faculty Personnel Committee (UFPC) reviews all retention, tenure and promotion cases. Forward WPAFS to the UFPC office in Gist Hall 101. The front and bound side of each binder must be labeled with the candidate's name and department.

\_\_\_\_\_ When material is ready to be delivered, call Merry Phillips at extension 3657 to make arrangements for someone to unlock the UFPC door.

At the end of the cycle (after final decisions are made by Provost or President).

Move new documents from WPAF to PAF. New materials will be in Sections 1, 4, 5, 6, and 7. If original documents were removed from PAF and inserted into WPAF, then these documents should be returned to the PAF. All materials from Sections 8 and 9 should be returned to candidate. Unsigned ‘evidence’ should also be returned to candidate (e.g., Section 7 (3). Return WPAF to candidates when final decisions are made by the Provost or President.

WPAF CHECKLST.doc

August 2010