

Electronic WPAF Template in Interfolio

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

WPAF Cover Page

Not Yet Submitted

Edit



Type	# Required	# Added
✓ Additional Documents	0 required	0
● WPAF Cover Page	7 required	0

Section 1: Index of Materials (only supplemental index)

Not Yet Submitted

Edit



Type	# Required	# Added
✓ Index of Supplemental Materials	0 required	0
✓ Additional Documents	0 required	0

Section 2: Appointment, Promotion and Leave Documentation

Not Yet Submitted

Edit



Type	# Required	# Added
✓ Appointment, Promotion & Leave Documentation	0 required	0
✓ Additional Documents	0 required	0

Section 3: IUPC Policies and Procedures and Departmental RTP Criteria & Standards

Not Yet Submitted

Edit



Type	# Required	# Added
✓ Personnel Policies	0 required	0
✓ Additional Documents	0 required	0

Section 4: Personnel Data Sheet (PDS) & Professional Development Plan (PDP)

Not Yet Submitted

Edit



Type	# Required	# Added
✓ Personnel Data Sheet (PDS) and Professional Development Plan (PDP)	0 required	0
✓ Additional Documents	0 required	0

Section 5: Letters from Personnel Committees and Administrators

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Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> RTP Review Letters - Current Cycle	0 required	0

Section 6: Colleague Letters (Evaluative)

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Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> IUPC Verification of Letters	0 required	0
<input checked="" type="checkbox"/> Additional Documents	0 required	0

6A: Teaching

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

6B: Scholarship and Creative Activities

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

6C: Service

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

Section 7: Teaching / Librarianship / Counseling

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

7A: Student Letters

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

7B: Student Course Evaluations

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

7C: Other Relevant Evidence

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

Section 8: Non-evaluative Evidence of Scholarship / Creative Activities

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

Section 9: Non-evaluative Evidence of Service

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

Supplemental Materials

[Edit](#)

Not Yet Submitted



Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0

WPAF Cover Page Not Yet Submitted Unlocked Submit 0 of 0
 Required Files

Candidates should complete the Working Personnel Action File (WPAF) cover page form below providing information about their appointment.

Additional Documents 0 Added Add

No files have been added yet.

WPAF Cover Page 13 required questions, Fill Out Form

This form has not been complete.

Section 1: Index of Materials (only supplemental index) Not Yet Submitted Unlocked Submit 0 of 0
 Required Files

The Index should provide a clear guide to the organization and content of the supplemental section of your file. It should contain the candidate created sections of the WPAF, in the order they are to be found. The numbered sections of the index should match the supplemental sections in the case file. Samples of things to include in the supplemental section are syllabi, publications, documentation of creative activities such as slides, DVD's, CD's or print material.

All materials should be in **reverse chronological order**. Indexing should accurately reflect the content of your file.

Index of Supplemental Materials 0 Added Add

Upload here a document listing the "supplemental materials" you linked in section 9 below.

No files have been added yet.

Additional Documents 0 Added Add

No files have been added yet.

Section 2: Appointment, Promotion and Leave Documentation Not Yet Submitted Unlocked Submit 0 of 0
 Required Files

This section must contain the following documents regarding the history a candidate's employment at HSU (in **reverse chronological order**):

- Letters regarding original appointment
- Recommendation letters regarding subsequent retention, tenure and promotion and decisions from Committees and Administrators, from previous cycles (current year materials are placed in Section 5 by the college/committee chair)
- Reports and/or letters regarding leaves intended to count as time in academic rank (i.e. sabbaticals, DIPs, LWOPs)
- Clarification of terminal degree status, if not readily apparent

Appointment, Promotion & Leave Documentation 0 Added Add

Document naming convention: Date, Candidate Last Name, Document Description; list in reverse chronological order. Ex) 4-1-2019 Jones Appointment Letter.

No files have been added yet.

Additional Documents 0 Added Add

No files have been added yet.

▼ Section 3: IUPC Policies and Procedures and Departmental RTP Criteria & Standards
0 of 0
Required Files

Not Yet Submitted Unlocked
Submit

This section should include current and complete policy and procedure documents such as:

- Copy of the most recent Initiating Unit Personnel Committee policy and procedure (which should indicate that IUPC members are elected)
- Copy of approved Departmental RTP Criteria & Standards
- Announcements of invitations for student and collegial testimony
- Department invitations for colleagues to observe classes

Personnel Policies 0 Added Add

No files have been added yet.

Additional Documents 0 Added Add

No files have been added yet.

▼ Section 4: Personnel Date Sheet (PDS) & Professional Development Plan (PDP)
0 of 0
Required Files

Not Yet Submitted Unlocked
Submit

The PDS is a summary form used in the RTP process by the candidate to present basic data on qualifications for RTP. The PDS is a candidate's opportunity to explain the significance of each entry or each item included in her/his WPAF. Information should be current, accurate, and complete. All data in the PDS should be entered **in reverse chronological order**.

The PDP is a document that describes a program of professional development goals in each of the three areas of performance for RTP (Appendix J, Section VI.C.). In consultation with the Department Chair and IUPC Chair, candidates should develop a PDP, prior to the Performance Review or Periodic Evaluation. The PDP is a flexible document that reflects the strengths of the candidate and her/his professional development goals. Goals should align with the department, College, University goals and serve as the guideline for professional growth and development. "Candidates are encouraged to discuss their professional development goals with the Department/IUPC Chair prior to a Performance Review or Periodic Evaluation. This discussion should include identifying strengths of the candidate, areas that may benefit from mentoring and professional development, and resources needed to achieve the stated goals. Any resources required or that might be anticipated as necessary to support the Professional Development Plan must remain consistent with what can reasonably be offered by the department, college or university" (Appendix J, Section VI.C.).

A template for the PDS, and Guidelines for Preparation of the PDS are available on the APS website at: <https://hraps.humboldt.edu/evaluation-tenure-line-faculty>. Only the most recent versions of PDS and approved PDP with Dean Commentary should be uploaded.

Personnel Data Sheet (PDS) and Professional Development Plan (PDP) 0 Added Add

No files have been added yet.

Additional Documents 0 Added Add

No files have been added yet.

▼ Section 5: Letters from Personnel Committees and Administrators
0 of 0
Required Files

Not Yet Submitted Unlocked
Submit

This section should be left empty upon submission as candidates are not to upload any materials in this section. At each level of review, the IUPC, Department Chair, CPC, Dean, UFPC and Provost generates an evaluative letter. The Committee Chair, Administrator, or their designee uploads the recommendation letter into this section, and sends a notification to the candidate that the letter has been uploaded. The candidate has 10 days to submit a response to any recommendation letter via email to their college/library designee. The designee will upload the response into this section.

Evaluation materials from Committees and Administrators from previous review cycles are placed in Section 2.

RTP Review Letters - Current Cycle 0 Added Add

No files have been added yet.

Section 6: Colleague Letters (Evaluative) **Submit** 0 of 0 Required Files
 Not Yet Submitted Unlocked

This section contains evaluative letters from HSU faculty, administrators and staff, as well as from colleagues and professionals at other institutions or organizations, that address one or more of the three areas of performance. Evaluative evidence speaks to the quality of the candidate's work. Candidates are to place letters in one of the three marked sections:

- 6A: Teaching
- 6B: Scholarship & Creative Activities
- 6C: Service

When a letter speaks to more than one area, candidates should name the file to reflect the relevant areas (e.g., 12-1-2019 Smith Letter - Teaching & Scholarship), then place in the primary area of the letter's content. Candidates may write a response to any letter in this section. Full Professors in the department are expected to write collegial letters (Appendix J, Section VIII.B.3.a).

Student letters are not included in this section. They should be in Section 7. Committee and administrator recommendation letters from past review cycles should in Section 2.

Note: IUPCs should ensure that there is adequate peer evaluation of performance; however, it is the responsibility of the candidate to upload collegial letters before the file closes. "The effectiveness, relevance, and value of a candidate's accomplishments and activities in each performance area shall be determined primarily on the basis of written statements from colleagues within the university and, where appropriate, from peers outside the university" (Appendix J, Section VII.A.1.b). Evaluative statements from colleagues shall be based on and supported by direct observation of the candidate's performance.

IUPC Verification of Letters 0 Added **Add**

The IUPC is responsible for reviewing candidate letters and verifying that all letters are included in the file. The IUPC chair may upload here the IUPC verification memo or can address their verification in the IUPC recommendation letter.

No files have been added yet.

Additional Documents 0 Added **Add**

No files have been added yet.

6A: Teaching **Submit** 0 of 0 Required Files
 Not Yet Submitted Unlocked

Document naming convention: Date, Last Name of Letter Writer, Document Description, area(s) of performance; **list in reverse chronological order.** Ex) 12-1-2015 Jones Response to Smith Letter - Teaching; and 11-15-2015 Smith Letter - Teaching

Additional Documents 0 Added **Add**

No files have been added yet.

6B: Scholarship and Creative Activities **Submit** 0 of 0 Required Files
 Not Yet Submitted Unlocked

Document naming convention: Date, Last Name of Letter Writer, Document Description, area(s) of performance; **list in reverse chronological order.** Ex) 12-1-2015 Jones Response to Smith Letter - Scholarship; and 11-15-2015 Smith Letter - Scholarship

Additional Documents 0 Added **Add**

No files have been added yet.

6C: Service **Submit** 0 of 0 Required Files
 Not Yet Submitted Unlocked

Document naming convention: Date, Last Name of Letter Writer, Document Description, area(s) of performance; **list in reverse chronological order.** Ex) 12-1-2015 Jones Response to Smith Letter - Service; and 11-15-2015 Smith Letter - Service

Additional Documents 0 Added **Add**

No files have been added yet.

Section 7: Teaching / Librarianship / Counseling Submit | 0 of 0 Required Files

Not Yet Submitted **Unlocked**

This section is divided into three types of evidence: Student Letters, Course Evaluations, and other relevant evidence. Candidates should place materials in one of the three marked sections:

- 7A: Student Letters
- 7B: Course Evaluations
- 7C: Other Relevant Evidence

Letters from colleagues and teaching observation letters/memos should be included in Section 6.

7A) Student letters collected must be identified by name and must be verified by the department. **University Senate policy disallows candidates from soliciting letters from current students** – Department Chairs and/or IUPC Chairs may solicit letters from current students.

7B) Student evaluation data collected as part of the classroom student evaluation process (anonymous and identified only by course and/or section). The IUPC is responsible for providing statistical summaries from anonymous student evaluations; however, candidates may provide their own analysis or statement for each set of student evaluations. If necessary, candidates can include a statement about any negative student evaluations or comments with each summary. It is also helpful to explain, if applicable, the circumstances resulting in a low percentage return rate of student evaluations. NOTE: "All classes taught by faculty shall be evaluated by students completing a quantitative or a combination of quantitative and qualitative written questionnaire ..." (Appendix J. Section VII.A.2.a).

7C) Any other relevant evidence (i.e. professional development, teaching awards).

Additional Documents 0 Added Add

No files have been added yet.

7A: Student Letters Submit | 0 of 0 Required Files

Not Yet Submitted **Unlocked**

Document naming convention: Date, Last Name of Letter Writer, Document Description, area(s) of performance; **list in reverse chronological order**. Ex) 12-1-2015 Jones Response to Smith Student Letter - Teaching Effectiveness; and 11-15-2015 Smith Student Letter - Teaching Effectiveness

Additional Documents 0 Added Add

No files have been added yet.

7B: Student Course Evaluations Submit | 0 of 0 Required Files

Not Yet Submitted **Unlocked**

Incorporate semester, year, and course into label (e.g. Spring 2014 SOC 104 Introduction to Sociology) and organize **in reverse chronological order**. Narrative interpretation/contextualization of evaluations belongs in "Section II.a Effectiveness" of the PDS.

Additional Documents 0 Added Add

No files have been added yet.

7C: Other Relevant Evidence Submit | 0 of 0 Required Files

Not Yet Submitted **Unlocked**

Ex) Professional development

Additional Documents 0 Added Add

No files have been added yet.



Section 8: Non-evaluative Evidence of Scholarship / Creative Activities

Not Yet Submitted

Unlocked

Submit

0 of 0

Required Files

This section should include non-evaluative evidence of scholarship and/or creative activities.

Non-evaluative documentation evidences that work occurred, but it does not provide an assessment of given work. A candidate might link conference programs (direct reviewer to page #), book contracts, presentation flyers, invitations to speak or other forms of evidence. It is helpful to highlight where your name appears in programs, etc.

Candidates should create subcategories by adding sections to their file and label each section with the section number and desired subcategory description (e.g., 8A: Peer Reviewed Journal Articles; 8B: Presentations; 8C: Grant Applications, etc.), listing **in reverse chronological order** within subcategory mirroring their PDS (e.g. Books, Peer Reviewed Journal Articles, Reports, Films, Scripts, Directed Productions, Juried Exhibition). Candidates can add subcategory section labels to best reflect their work in this area. Subcategory sections will appear in the order created, but can be moved after submission of the file (prior to the close date).

Note: Letters evaluating your scholarly/creative activities are placed in Section 6. A list of those letters may be placed, as a cross-reference, in this section. Published evaluative reviews of scholarly/creative activities may also be included in this section.

Additional Documents 0 Added

Add

No files have been added yet.



Section 9: Non-evaluative Evidence of Service

Not Yet Submitted

Unlocked

Submit

0 of 0

Required Files

In this section, candidates should include non-evaluative evidence of service. For example, include a certificate recognizing a volunteer activity, an appointment letter to a board or a letter acknowledging service on a committee. Do not link to actual policies or manuals authored by a candidate: These should be linked in the "supplemental" section below.

Candidates should create subcategories by adding sections to the file and label each section with the section number and desired subcategory description (e.g., 9A: Service to the Department; 9B: Service to the University; 9C: Service to the Profession; 9D: Service to the Community, etc.). Subcategory section labels should also be added to best reflect candidate work in this area and **should be organized in reverse chronological order**. Subcategory sections will appear in the order created, but can be moved after submission of the file (prior to the close date).

It is helpful to divide this section by activities related to candidate academic discipline and those less related to academic discipline.

Additional Documents 0 Added

Add

No files have been added yet.



Supplemental Materials

Not Yet Submitted

Unlocked

Submit

0 of 0

Required Files

In this section, candidates should include examples of materials which support performance areas. For example, include 2-3 samples of syllabi, a few selected assignments, published research, or research in progress. For video and audio recording evidence, candidates should confirm stable internet location and link to that location in a separate document, then upload the document into their file.

Subcategories can be created by adding sections to the file. Candidates should label each section with a section number and desired subcategory description (e.g., Supp A: Sample Syllabi; Supp B: Selected Assignments & Exercises; Supp C: Scholarship/Creative Activities (Presented/Published); Supp D: Scholarship/Creative Activities (In Progress), etc.).

Candidates can add subcategory section labels as needed to organize their supplemental materials and organize **in reverse chronological order**. Subcategory sections will appear in the order created, but can be moved after submission of the file (prior to the close date).

Keep in mind that its purpose is to enable colleagues to review actual work products as they write their evaluative letters on the candidate's behalf. Additionally, the inclusion of this evidence helps the IUPC verify documentation in the PDS. Clear and logical organization will be appreciated.

Additional Documents 0 Added

Add

No files have been added yet.