IUPC Workshop

Academic Personnel Services

Spring 2021
Review Beginning Dates:

Group III – Retention Aug
Group V – Tenure/Promotion Sep
Group VI – Promotion Oct

Group I – New Faculty Jan
Group II – Periodic Evaluation Jan
Group VII – Range Elevation Feb
General Information –

Faculty may serve on only one level of review

Department chairs may make separate recommendations

Member must have a higher rank than candidate being considered

Responsibilities of IUPC Document
Semester before review begins, the IUPC will –

Meet with candidate to discuss upcoming review.

Remind candidate to encourage students to fill out anonymous student evaluations.

Solicit collegial and student letters on behalf of the candidate.
Soliciting letters -

All department faculty at the rank of Professor should be writing letters.

Faculty at other ranks should be invited to write letters.

Solicit student letters.

Provide flier to candidate.
Soliciting letters -

APS is logging all letters.

All letters should be sent to:
PAF@Humboldt.edu

Letter Standards and Practice PDF
Semester before review begins, the IUPC will –

Assist and advise candidate on WPAF preparation.

Review previous letters of review with candidate to help prepare WPAF.

Provide candidate with IUPC procedures for upload to Section 3 of WPAF.

Review UFPC annual report
Before the file closes, the IUPC will –

Check PAF (will be electronic)
Ensure all reviews and student evaluations are uploaded.

Check letter log to ensure all letters are uploaded.

Ensure approved RTP standards are uploaded.
During the Review Period -

**Responsibilities of IUPC**

More comprehensive information can be found on the Responsibilities of IUPC document, and Appendix J of the Faculty Handbook, and in the CBA.
Thank you!

APS Team