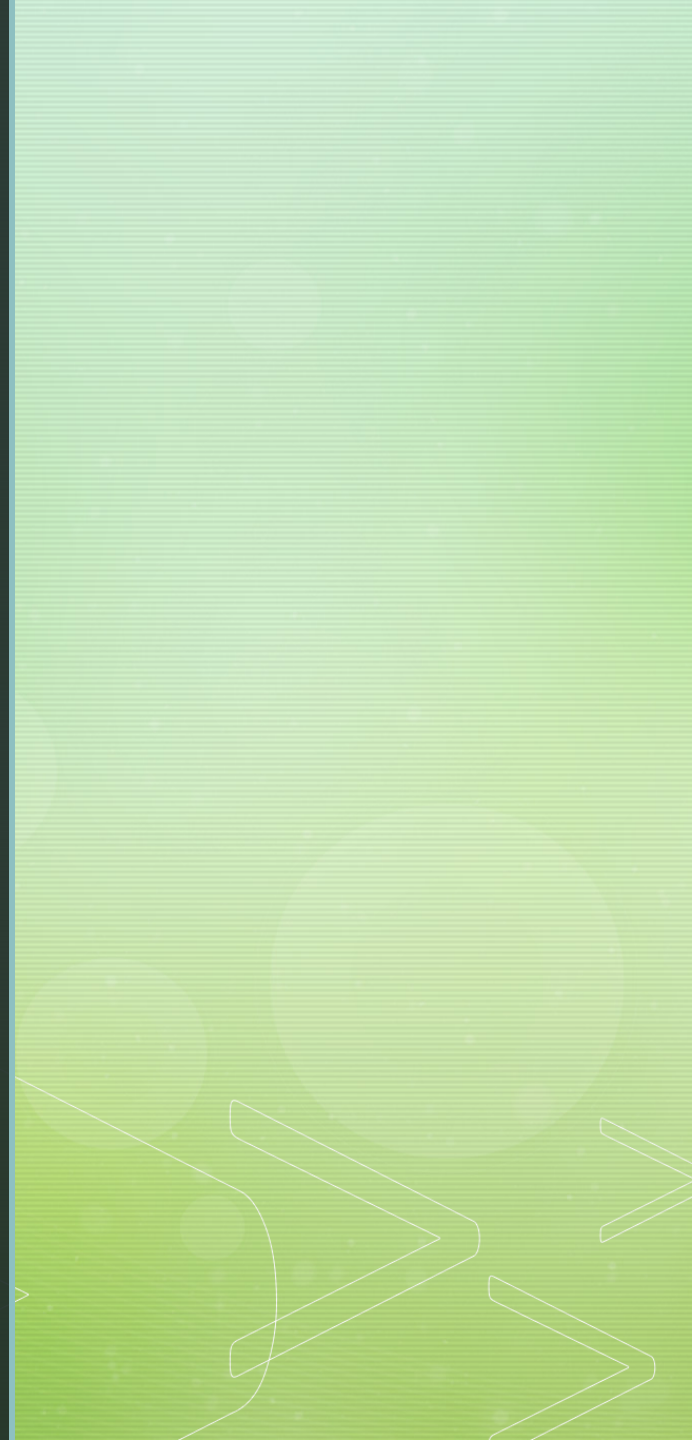


Preparing the eWPAF



Simone Aloisio, AVP Faculty Affairs

Spring 2020



Group III – Probationary Faculty, Retention When to Submit – August 20, 2020

Department Personnel Committee (IUPC) receives file	TR	August 20
File closes	TR	August 27
Dept. Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	TR	September 10
College Personnel Committee/Dean receives file	M	September 21
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	TR	October 8
University Faculty Personnel Committee (UFPC) receives file	M	October 19
UFPC recommendation addressed to Vice President with copy to candidate	F	December 18 [†]
Vice President receives file	M	January 4
Vice President decision due to candidate	M	February 15

Group V – Probationary Faculty, Tenure and Promotion, including Early Tenure

When to Submit – September 15, 2020

Department Personnel Committee (IUPC) receives file	T	September 15
File closes	T	September 22
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	October 13
College Personnel Committee/Dean receives file	F	October 23
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	November 30
University Faculty Personnel Committee (UFPC) receives file	TR	December 10
UFPC recommendation addressed to President with copy to candidate	F	February 19
Vice President receives file	M	March 1
Vice President recommendation addressed to President with copy to candidate	TR	April 8
President receives file	M	April 19
President tenure decision to candidate President promotion decision to candidate	T	June 1

Group VI – Tenured Faculty, Promotion

When to Submit - October 30, 2020

Department Personnel Committee (IUPC) receives file	F	October 30
File closes	F	November 6
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	TR	December 17
College Personnel Committee/Dean receives file	M	January 4 [†]
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	W	February 10
University Faculty Personnel Committee (UFPC) receives file	M	February 22
UFPC recommendation addressed to President with copy to candidate	TR	April 1
Vice President receives file	M	April 12
Vice President recommendation addressed to President with copy to candidate	M	May 3
President receives file	TR	May 13
President promotion decision to candidate	T	June 15

▶ The Working Personnel Action File (WPAF)

- Each of the 9 sections of the WPAF are described in Appendix J: § 5
- Contains all required forms and documents, candidate generated material, evaluative materials, recommendations, and candidate's rebuttals, if any

Section 1: Index of Material

- Index of Supplemental Materials is required, no other index of materials needed

Section 2: Appointment, Promotion, and Leave Documentation

- Initial Appointment letter
- Subsequent retention documents
- All recommendation letters from previous performance reviews and periodic evaluations.
- Professional, Sabbatical, and/or Difference in Pay (DIP) leave approvals and report of activities

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

- Department Personnel Policies and Procedures
- College Personnel Policies and Procedures
- Approved Department Criteria and Standards
- Public announcement posts of pending personnel action
- Invitation for collegial class observations (preferably distributed by Dept. Chair or Personnel Committee Chair)

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

- Personnel Data Sheet (PDS)
 - Updated every year a WPAF is submitted
 - Do not include previous PDS
- Professional Development Plan (PDP)
 - PDPs are created by probationary faculty every two years regardless of RTP cycle
 - Do not include previous PDPs

▸ PDS Tips

- Complete the Template
 - Follow the Directions
- Cite accomplishments once
 - Reverse Chronological order
 - Cross reference as appropriate
 - Insert evidence in WPAF Sections 7, 8 or 9 as appropriate

▶ PDS Tips - Effectiveness

- Display teaching assignments in table format
- Describe courses taught – once
- Include Teaching Philosophy
 - Comment on innovative teaching pedagogy
 - Comment on student evaluations – providing context as appropriate
 - Comment on methods used to improve teaching
 - Comment on Inclusive Teaching and Learning

▶ PDS Tips – Scholarly/Creative Activities

- Completed work
 - Use correct/complete citations
 - Note intended audience
- Work in Progress
 - Describe status of completion
 - Provide estimated date of completion
 - Note intended audience
- Insert non-evaluative evidence of scholarly/creative activities into Section 8

▸ PDS Tips - Service

- Assigned time vs. non-assigned duties/service
- What is Service? – some examples:
 - University, college, department committee work
 - Reviewer of manuscripts
 - Guest lecture at K-12 school
- Insert non-evaluative evidence into Section 9

Section 5: Letters from Personnel Committees and Administrators

- This section will be empty when you submit your file to the Department Personnel Committee
- Recommendation letters written for the current review are uploaded into this section of the file

Section 6: Collegial Letters

- ❑ No student letters
- ❑ Collegial/Evaluative letters that address areas of performance from faculty and professional colleagues (on and off campus), administrators, staff, and other relevant individuals (non-students)
- ❑ All letters must be signed by the sender, or submitted electronically, in accordance with current university identity verification standards
- ❑ Reverse chronological order

Section 7: Student Letters and Student Evaluations

- Student letters, identified by name and date (if unsigned, must meet current university identity verification standards)
- May include former as well as current students and alumni
- All Course Evaluations by Students (CEbS)
- Any other relevant evidence of effectiveness

- ▶ Section 8: Non-Evaluative Evidence of Scholarship or Creative Activities
 - Conference presentation flyers, brochures, etc.
 - Invitations to present
 - Book contracts

Section 9: Non-Evaluative Evidence of Service

- Committee appointment letters
- Certificates of participation (e.g., faculty development seminars)
- Community service acknowledgements
- Thank you notes (may be email)

Resources

- HSU Faculty Handbook Appendix J: <http://www2.humboldt.edu/aavp/faculty-handbook>
- APS Website: <http://hraps.humboldt.edu/evaluation-tenure-line-faculty>
 - RTP Handbook
 - WPAF – 9 sections described
 - WPAF and RTP Workshop PowerPoint presentations
 - Professional Development Plans (PDPs) described
 - Department RTP Criteria and Standards
 - Templates and info on electronic RTP processes
 - Interfolio guides
 - Personnel Action Dates: <http://hraps.humboldt.edu/aps-calendars>
- UFPC Website and Annual Letter: <http://www2.humboldt.edu/senate/ufpc>