

Working Personnel Action File Sections

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WPAF Sections

- ▶ *Section 1 - Index of materials submitted for evaluation. 11.7, 15.9*
- ▶ *Section 2 - Pertinent documents concerning original appointment, subsequent retention tenure and promotion; evaluations of leaves intended to count as time in academic rank; and clarification of the terminal degree status if not readily apparent. **Tenured faculty need not include data from before their last promotion.***
- ▶ *Section 3 - Initiating unit and college personnel policies and procedures, and Department/Unit RTP Criteria and Standards.*
- ▶ *Section 4 - Personnel Data Sheet (PDS) and Professional Development Plan (PDP).*
- ▶ *Section 5 - Evaluation materials provided by evaluating committees and administrators rather than the candidate. 15.12a*
- ▶ *Section 6 - Evaluative letters that address areas of performance from faculty and professional colleagues (on and off campus), administrators, staff, and other relevant individuals (non-students).*
- ▶ *Section 7 - Evidence of teaching effectiveness/librarianship/counseling effectiveness (in addition to collegial letters).*
 - ▶ *Student letters, identified by name. 15.17b*
 - ▶ *Student evaluation data collected as part of the classroom student evaluation process. 15.17a*
 - ▶ *Any other relevant evidence.*
- ▶ *Section 8 - Non-evaluative evidence of scholarly/creative activities.*
- ▶ *Section 9 - Non-evaluative evidence of service.*

WPAF Sections: Section 1 of 9

Index

- ▶ Index of materials submitted for evaluation (WPAF only; not required for eWPAF)
 - ▶ Specifies content of each WPAF section
- ▶ *All indexed materials should be in reverse chronological order*
- ▶ *If supplementary binder of completed works is submitted to the department personnel committee, include its index in Section 1*
 - ▶ *For eWPAF, if supplemental materials are included, an index of supplemental materials is required*

Section 2

Pertinent Documents

- ▶ Appointment Letter
- ▶ Prior years' peer and administrative recommendation letters and rebuttals/responses
- ▶ Approvals and Reports of Activity from Sabbaticals, Professional Leaves, and/or Difference in Pay Leaves (DIP)

Section 2

Pertinent Documents (cont'd)

- ▶ Tenured faculty should not include material from before their last promotion
 - ▶ *From PDS Template:*
 - ▶ *List only the activities and accomplishments completed since your last promotion, or appointment if not yet promoted. Include activities and accomplishments completed **after the previous Working Personnel Action File (WPAF) was closed to new additions.** (Emphasis added)*

Section 3

Policies and Standards

- ▶ (1) Department Personnel Committee and (2) College Personnel Committee Policies and Procedures
- ▶ Approved Department RTP Criteria and Standards
- ▶ Announcements to Students of RTP action
- ▶ Invitations for collegial class observations

Section 4

PDS and PDP

- ▶ Personnel Data Sheet (PDS)
- ▶ Professional Development Plan (PDP)
 - ▶ Generally PDPs are completed in the previous review cycle, but not always

Section 5

Peer and Administrator Recommendation Letters

- ▶ **Empty** when candidate submits file
- ▶ Recommendation letters from all peer and administrative reviewers for current cycle
- ▶ Responses/Rebuttals to recommendation letters
 - ▶ *Recommendation, optional response/rebuttal and decision letters from **previous** performance reviews are placed into Section 2*

Section 6

Collegial Evaluative Letters

- ▶ Collegial Letters (no student letters)
 - ▶ Faculty
 - ▶ Staff
 - ▶ Professional colleagues

- ▶ *All letters must be initialed or uploaded by candidate.*

- ▶ *Identity verification required [but signature no longer required]*

- ▶ *Please note that signed student letters go into Section 7, not Section 6*

Section 7

Student letters and Evaluations

- ▶ Student Letters
 - ▶ Signature or identity verification required
 - ▶ Initialed by candidate
 - ▶ Date required

- ▶ All Student evaluations
 - ▶ Must include Dept. statistical summaries
 - ▶ Candidate may provide analysis

Section 8

Non-evaluative evidence of scholarly/ creative activities

- ▶ May cross-reference to Section 6 evaluative letters
- ▶ Acceptances for works in progress
- ▶ Invitations to present
- ▶ Conference fliers, brochures, programs of work presented
- ▶ Book contracts
- ▶ Etc.

Section 9

Non-evaluative evidence of Service

- ▶ Organize based on type/level of service (university, profession, community)
- ▶ May cross-reference to Section 6 evaluative letters
- ▶ Committee appointment letters
- ▶ Certificates of participation (e.g., faculty development seminars)
- ▶ Fliers, invitations, news clippings, awards, thank you notes, appointment letters, etc.

Supplementary Binder

Optional: Supporting Materials

- ▶ Examples of work related to teaching effectiveness
- ▶ Examples of work related to scholarship/creative activities
- ▶ Examples of work related to Service
- ▶ Place index of these materials in Section 1 of the WPAF
- ▶ Binder remains at Department-level