

Sample Working Personnel Action File (WPAF) Checklist

WPAF Checklist of Required Elements

	Cover memo with request for specific action
	Index (Table of Contents)
	Curriculum vitae
	All personnel review letters since hire or since the last time promotion and/or tenure was granted. All rebuttals and/or responses to reviews
	Reflective statement(s) on teaching, research/creative activity, and service
	Student evaluations, in compliance with the CBA and college/library documents
	Evidence of teaching success (for all faculty unit members who teach) and equivalent professional performance based on primary duties assigned in the job description (for non-teaching faculty)
	Evidence of success in research and creative activity (for teaching faculty and librarians) and continuing education/professional development (for SSP, ARs)
	Evidence of success in service representing service to the campus, system, community, discipline, and/or profession
	College/Library/SSP, AR/Department/Unit standards for retention, tenure, and promotion (if they exist)

I verify that all items are included in the file:

Signature of faculty member submitting the WPAF

Date