



Faculty Working Personnel Action File (WPAF) Required Items Checklist

Faculty initials	Item	Checked for completeness by: (initials and review level)
	Completed Checklist (initialed, signed, and dated by review candidate)	
	Cover memo with request for specific action	
	Index (Table of Contents)	
	Curriculum Vitae (with current academic year listed)	
	All personnel review letters since hire – or – since last time promotion and/or tenure was granted. All rebuttals and/or responses to reviews.	
	Reflective statements on teaching, research/creative activity, and service.	
	Student evaluations, in compliance with the CBA and college/library policies.	
	Evidence of <u>success in teaching</u> (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 <u>success in research</u> and creative activity (for teaching faculty and librarians) and continuing education/professional development (for SSP-ARs).	
	Evidence of <u>success in service</u> representing service to the campus, system, community, discipline, and/or profession.	
	Area and University standards for retention, tenure, and promotion (if they exist). <i>*Area being the College, Library, Department, or Unit as appropriate and in existence for the job classification.</i>	
	Materials placed by administrators since your last personnel action or as required by the CBA (ie: letters of commendation or reprimand).	

I verify that all items are included in the file: _____
Signature
Date

FOR OFFICE USE:
 Acknowledged: