



**Working Personnel Action File (WPAF) Required Items Checklist**

FACULTY INITIALS	REQUIRED ITEM
	Completed WPAF Checklist (initialed, signed, and dated by review candidate).
	Memorandum stating action the Candidate is requesting (1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> year Periodic, 2 <sup>nd</sup> or 4 <sup>th</sup> year Retention, Tenure and/or Promotion Review).
	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 statement for each section: Teaching, Research/Creative Activity, and Service.
	Student evaluations, in compliance with the CBA and college/library policies.
	Evidence of <u>teaching success</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 and creative activity</u> (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.
	Evidence consists of no more than 30 items in total.
	University and Area 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 (i.e., letters of commendation or reprimand).
	For faculty with a joint appointment, the Memorandum of Understanding (including all previous versions of the MOU).
	For faculty exempting themselves from new or substantially revised department/college standards, Exemption Form – Applicability of Department (or equivalent) and College (or equivalent) RTP Standards (if applicable).
	Faculty Evaluation and Process Memo dated 03/25/2020 re: Probation Extensions, Student Evaluation, Student Evaluations and RTP Guidance (if applicable).

I verify that all items are included in the file:

\_\_\_\_\_ Candidate Signature

\_\_\_\_\_ Date