



## SCHOOL OF EDUCATION

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# ELECTRONIC WORKING PERSONNEL ACTION FILE (e-WPAF)

## Supervision Faculty

The School of Education Office, highly recommends all Lecturers (those teaching courses and Supervising Teacher Candidates) required to submit a Working Personnel Action File according to the terms of their contract, prepare an Electronic Working Personnel Action File (e-WPAF).

### How to Log-in to Your e-WPAF Moodle Container

The e-WPAF container is created automatically in the CSUSM Community Moodle site. If you do not see the container with the current AY in the title, email [Barbara Taylor](mailto:Barbara.Taylor@csusm.edu) and/or [Susan Eldridge](mailto:Susan.Eldridge@csusm.edu) (Academic Technology – Instructional Development Services) to request the container. Please also copy Sorcha Barr-Deneen, your department Academic Support on the request.

The Lecturer shall have access to their WPAF at all reasonable times except when the WPAF is undergoing review.

1. Go to CSUSM Community Moodle site: <http://community.csusm.edu>
2. Log-in with your CSUSM credential and password
3. Under “MY COURSES” you should have a container labeled as:  
“Your Last Name, Your First Name AY xx/xx”
4. Click on your container to open
5. Review the container contents and read through the following:
  - a. FAQ
  - b. WPAF process
  - c. Narrative Tips
  - d. Narrative Notes

### How to Edit in Your e-WPAF Moodle Container

1. Turn Editing On:
  - a. click on green button, upper right corner
2. To Download Document:
  - a. Click on “Document Title”
  - b. Document will open
  - c. In your browser window click, “Download Icon” (typically a down arrow in a toolbar above the document)
  - d. Save document to your computer (Suggestion: create a folder on your computer to contain all documents for your WPAF)
  - e. To return to the main page of your e-WPAF, in your browser window click on the “back arrow”.
3. To Upload Document:
  - a. Click on the, “+ Add an activity or resource” link
  - b. A window will open, scroll down, under “RESOURCES”, select “File”
  - c. Click, “Add”
  - d. In the “Name” box, type the title you wish to label the document.
  - e. From your computer you may drag and drop your document into the “Content”, “Select File” box.
  - f. To finish, click “Save and return to course”

Note: You do not need to fill in the description box, or complete any other options available.
4. To Delete Document:
  - a. Click the “Edit” link to the right of the document title

- b. A drop down menu will open and select “Delete”
5. Turn Editing Off:
  - a. click on red button, upper right corner

## Document Instructions

*PDF documents are preferred, Word documents are acceptable.*

1. Completed Checklist
  - a. Download this PDF document
  - b. Either type or handwrite to mark (X) or initial the items in the checklist that you will be including in your WPAF
  - c. Sign the document, then scan and upload
  - d. You may then delete the original blank document

Note: If you believe that you are not required to submit a requested item, label Not Applicable (N/A). (e.g.: “Copies of all prior periodic evaluations with responses/rebuttals (if any)”. If this is your first evaluation, you obviously will not have prior evaluations to include. So mark this box as, N/A.)
2. Index of Material
  - a. Download the Word document
  - b. This document will be a personalized index of items that you are including in your WPAF.
  - c. Upload document
  - d. Delete the original blank document
3. Job Description
  - a. You may choose to include one or both of the following:
    - i. Formal job description, provided when you were hired
    - ii. Prepare a document detailing your job duties
  - b. Upload document
4. Current Curriculum Vitae
  - a. Upload a current copy of your curriculum vitae / resume
5. The Complete University-Prepared Report of the Student Evaluations of Instruction
  - a. Each semester the University requires all course instructors/supervisor to have their students/teacher candidates complete an evaluation of their course supervisor. The University provides the prepared evaluation forms for distribution along with instructions on how to conduct the evaluation. A notification from the University is sent to instructors of when the forms are available to pick up from your campus mailbox. If you have not received this notification prior to the end of your class please contact Bonnie Mottola, [bmottola@csusm.edu](mailto:bmottola@csusm.edu), Assistant to the CEHHS Dean.  
When the student evaluations are complete, the University prepares an analyzed report and e-mails a copy of the report to the course instructor.
  - b. Upload the University-Prepared Report

Note: There is a possibility that the University-Prepared Report may not be available by the due date of your WPAF. If this is the case, please upload a document stating that the Report was not available to you by the due date. Also, note this in your Checklist and Index of Materials.

6. **Materials required in accordance with approved college/division and/or department/program or equivalent criteria**
  - a. **Upload the following documents:**
    - i. Form A – Cover Sheet. Document with a list of Teacher Candidates you have supervised since your last evaluation.
    - ii. Form D – Clinical Practice Coordinator and/or Program Coordinator Input
    - iii. University Supervisor’s Log
    - iv. Copies of formal observations. Samples to include: high, medium, and low (if applicable)
    - v. Teacher Candidate Reflection Log
    - vi. Introductory meeting/training agenda (conducted at school site)
    - vii. University Supervisor meeting agenda(s)
    - viii. One representative course syllabus, for each of the courses you listed as Supervising (under item “a.” above). You may download syllabi from the SOE Faculty Syllabus Archive: <http://www.csusm.edu/soe/faculty/syllabusarchive.html>. The archive contains both PDF and Word documents of each course syllabus.
    - ix. Other supporting materials: meeting agendas, co-teaching training, cooperating teacher training, communications with site personnel and/or teacher candidates, etc.
    - x. Optional: Thank you notes
7. Copies of all prior periodic evaluations with responses/rebuttals (if any)
  - a. If you have been evaluated in the past, please upload all copies of previous evaluations from the Dean and/or Director.
  - b. If this is your first WPAF submission, please upload a document noting, “No prior evaluations.”
8. A Copy of The Relevant University Procedure, and All College/Division, and Department/Program Lecturer Evaluation Criteria
  - a. The document required for this section, should have been included for you. It is titled, “University Evaluation Procedures”. If this document is not included, please download this document and upload to your WPAF: <https://www.csusm.edu/policies/active/documents/lecturereevaluationpolicy.html>.
  - b. You will also see a link to School of Education Requirements: [https://www.csusm.edu/policies/active/documents/temporary\\_faculty\\_unit\\_3\\_employees\\_evaluation\\_soe.html](https://www.csusm.edu/policies/active/documents/temporary_faculty_unit_3_employees_evaluation_soe.html) This is the University approved policy for the evaluation of temporary faculty within the School of Education, a unit within the College of Education, Health, and Human Services.
  - c. You do not need to upload any other documents, in this section
9. Optional: Any other evidence relevant to the duties of the appointment
10. Optional: Evidence of scholarship, professional development, creative activities, and/or service to the campus, the community and/or the profession, whether or not these are required by the appointment.
11. Optional: Peer input from the period being evaluated.
12. A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle

Should you have any questions and/or require assistance in preparing your WPAF, we recommend you contact the [CSUSM Faculty Center](#), located in the Kellogg Library, room 2400.

The Faculty Center conducts trainings each semester on how to prepare WPAFs. The School of Education recommends that all lecturers attend if preparing a WPAF for the first time.