CHECKLIST FOR THE WORKING PERSONNEL ACTION FILE (WPAF)

- This document is provided by FSAC/URTP to assist the Department RTP Committees in preparing the WPAFs in accordance with the RTP policy http://www.sonoma.edu/UAffairs/policies/rtp.htm.
- Deans and/or School RTP and/or URTP should return incomplete WPAF’s to the Department.
- Candidates are encouraged to become familiar with this checklist & confirm that their WPAF follows this format before signing their Department RTP recommendation form.

Provide documents, in this order (each level of review adds its documents in proper place):

1. ❑ Record of Action Taken Form (Comes from Faculty Affairs with top section completed)

2. ❑ Signed recommendation sheets for current reviews:
   - University RTP Committee’s recommendation
   - Dean’s recommendation
   - School RTP Committee’s recommendation
   - Department RTP Committee’s recommendation

   Should a candidate ask for a conference or question a recommendation the WPAF should include:
   - Written summary of any conference with the candidate (Summary must include changes to the recommendation and matters discussed at the conference that affect the recommendation)
   - Response (from candidate to the recommendation)

   Should there be a split decision at any level of review the Committee should include:
   - Minority report(s)
   - Rebuttal (from candidates receiving the split decision)

3. Curriculum Vitae (updated & organized for RTP purposes, see ‘RTP suggestions for candidates’ for guidelines)

4. ❑ RTP Evaluation Document (prepared by the Department RTP committee)
   - 1st or 2nd probationary year / 1st in tenure-track at SSU document includes:
     - self-assessment (1 p)
     - 2 peer observations
     - evaluation by Department RTP committee (no more than 2pp)

   All other candidates (full department document, no more than 10 pp)
   - Overview or introductory statement
   - Teaching effectiveness, include factual statements that address the criteria, followed by an evaluation/summary.
   - Scholarship, Research, Creative Achievements (include comments on importance of publications, conferences, etc.)
   - Service to the University (include if release time was given for the activity)
   - Public Service & Service to the Community (include if candidate received remuneration)
   - Concluding evaluation (with explicit recommendation for 1- or 2-year reappointment, tenure or promotion)
5. Attachments

- Department RTP Criteria current version (not all departments have separate criteria)
  http://www.sonoma.edu/aa/fa/tt/rtp.html
- Department Chair Report, if any
- Candidate’s Self-Assessment of Teaching and Professional Activity (max. 5pp or 2500 words)
- Peer Observations of Teaching (two from each year since last evaluation for reappointment & tenure; two from prior year for promotion)
- Computer-generated SETE summaries from at least 2 classes (at least two from each year since last evaluation)
- Summary table of SETEs for Promotion only (at least 2 courses from each year since last promotion or hire)
- Index of materials available for examination in the department (See #6 for materials that should be stored in the department)
- All previous reappointment letters from the President (reverse chronological order)
- All prior RTP evaluation documents & the recommendation letters from each level
  (Applies to Reappointment & Tenure candidates. Most recent year first)
  - Year 5 evaluation & recommendations
  - Year 4 evaluation & recommendations
  - Year 3 evaluation & recommendations
  - Year 2 evaluation & recommendations (if at SSU)
  - Year 1 evaluation & recommendations (if at SSU)
- Prior recommendations for promotion (promotion candidates only)

6. Materials available for examination in the department – DO NOT ATTACH TO WPAF

- Raw data of student quantitative evaluations (SETEs)
- Raw data of student qualitative evaluations (student comments)
- Copies of publications
- Meetings agendas
- Conference programs and papers
- Photos of performances or creative projects
- Thank you letters
- Selected letters of recommendation
- Printouts of candidates’ web pages
- Photocopies of newspaper articles about or quoting the candidate
- Syllabi and assignment sheets