

To: Department & School RTP Committees
From: URTP Committee, John Kornfeld, Chair
Date: Fall 2009

Re: **Format for the Working Personnel Action File (WPAF)**

This document is provided to assist the Department RTP Committees in preparing the WPAFs in accordance with the *Policy: Reappointment, Tenure, and Promotion Procedures, Criteria, and Standards for Tenured and Probationary Faculty*, amended effective July 2, 2009. (<http://www.sonoma.edu/UAffairs/policies/rtp.htm>)

Department and School Committees are responsible for ascertaining that evaluation documents are complete and conform to University Policy (I.C.3.a-i). Inadequate evaluation documents that reach School RTP committees should be returned to department RTP committees for completion and correction, within the established deadlines.

Please fasten the WPAF with two-pronged fasteners at the top and include, in this order, the following items:

1. **Record of Action Taken** form with the top section of page 1 completed.
2. **Signed recommendation sheets (URTP, Dean, School RTP, Department RTP)**
 - a. Minority report(s), if any.
 - b. Rebuttal(s), if any
3. **Curriculum Vitae** (updated)
4. **Department RTP Evaluation Document**, no longer than 10 pages (except “brief evaluations” I.C.3.d), written by the Department RTP Committee, (I.C.3.c and I.F.2.c). It is not necessary to recite each publication or activity noted in the CV. It is necessary to comment on the importance of the publication, the professional status of the conference attended, etc., in order to assist subsequent committees in their evaluation of the candidate’s achievements.

The document should include:

- a. **Overview or Introductory Statement**, including reference to terminal degree, if necessary.
- b. **Teaching Effectiveness**, including factual statements that address the criteria, followed by an evaluation/summary. (II.A.1 and II.B)
- c. **Scholarship, Research and Creative Achievements**, including factual statements that substantiate candidate’s performance on criteria, followed by evaluation and summary. Include, when appropriate, commentary on the importance of specific publications, the status of conferences where the candidate presented papers, and so on, in order to assist subsequent committees in their evaluation of the candidate’s scholarly achievements. (II.C)
- d. **Service to the University**, including factual statements that substantiate candidate’s performance, including whether the candidate was supported by released time for any assignment, followed by evaluation/summary. (II.D)

- e. **Public Service and Service to the Community**, including factual statements that substantiate candidate's performance, and whether the candidate was financially rewarded for any particular activity, followed by evaluation/summary. (II.E)
- f. **Concluding Evaluation**, which consists of a summary statement that is consistent with overall performance, plus an explicit recommendation. (I.C.3.c) When recommending reappointment, the committee should specify whether the recommendation is for a one-year or two-year reappointment.

5. Attachments:

- a. [dept criteria will be available online, so no longer needed.]
- b. **Department Chair Report**, if any. (I.F.2.a-c)
- c. **Self-Assessment of Teaching and Professional Activity** – typically no more than 5 pages or 2500 words (I.C.3.b.ii and II.B.2.c.)
- d. **Peer Observations of Teaching** (I.C.3.b.iii and II.B.2.a.)
- e. **Summaries (only) of Student Evaluations** including quantitative data and copies of the student evaluation summary forms from the two classes evaluated in the department document (I.C.3.b.iv and II.B.2.b.)
- f. **Transcriptions of Student Written Comments** (II.B.2.b.i)
- g. **Location and Index of Materials available for examination** (I.C.3.c.)

Include in the index, but do not attach, the following:

- Raw data of student qualitative and quantitative evaluations
- Publications
- Meeting agendas
- Conference programs and papers
- Photos of performances
- Thank you letters that say nothing but thank you
- Printouts of candidates' web pages
- Photocopies of newspaper articles about or quoting the candidate
- Syllabi and assignment sheets

All of these to which the document refers, as well as copies of papers and other work submitted by the candidate, should be maintained by the department in a location where subsequent committees can conveniently review them, if necessary.

- h. **Additional Attachments**, if any. (I.C.3.b.v-vi, I.F.3.b, I.F.4.b)
- i. **Letter of Appointment and Letter(s) of Reappointment (from the President)** (I.C.3.a.iv)
- j. **Previous Evaluation Documents** (I.C.3.f, D.3. and F.2.c.)
For Reappointment and Tenure candidates, include all previous SSU Evaluation Documents: the evaluations and/or letters from each committee, dean, and the president, as well as any rebuttals or minority reports, from prior year evaluations. Do not include the attachments! For Promotion candidates, include past Promotion evaluation documents and rebuttals, if any, but do not include attachments or previous Reappointment Documents. (I.E.3)