



**University Reappointment, Tenure and Promotion  
(URTP) Subcommittee**

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**2006-2007**

**Suggested Format for the Working Personnel Action File (WPAF)**

This document is provided by the University Reappointment, Tenure, and Promotion Committee 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 October 2, 2000.

*Please fasten the WPAF with ACCO™ fasteners at the top.*

- **Record of Action Taken** form with the top section of page 1 completed.
- **Signed recommendation** sheet, including reasons for recommendation
  - Minority report(s), if any
- **Curriculum Vitae** (updated) (I.C.2.)
- **Evaluation Document** written by the Department RTP Committee. (I.C.3.a. I.C.3.b, D.3. and F.2.c.)

Evaluation Document includes:

Overview or introductory statement, including reference to terminal degree, if necessary.

Teaching Effectiveness statement, should include factual statements that address the criteria, followed by evaluation/summary, (II.A.1. and II.A.2.)

Scholarship, Research and Creative Achievements, should include factual statements that substantiate candidate's performance on criteria, followed by evaluation/summary. (II.B.)

Service to the University, should contain factual statements that substantiate candidate's performance, including whether the candidate was supported by released time for any assignment, followed by evaluation/summary. (II.C.)

Public Service and Service to the Community, should contain factual statements that substantiate candidate's performance, including whether the candidate was financially rewarded for any particular activity, followed by evaluation/summary. (II.D.)

Concluding Evaluation, the summary statement that is consistent with overall performance. (I.C.3.a.)

- **Attachments:**

Special departmental, guidelines, procedures or requirements, including additional required methods of evaluating teaching effectiveness, scholarship and/or professional development plan, if any. (I.A.1. and II.2.)

Department Chair Report, if any. (I.F.2.a. and c.)

Self-Assessment of Teaching (II.2.c.)

Peer Observations of Teaching (II.2.a.)

Summaries of Student Evaluations including quantitative data and copies the student evaluation forms from the two classes included in the department evaluation document (II.2.b.1)

Transcriptions of Student Written Comments (II.2.b.1)

Location and index of materials available for examination. (I.C.3.b.)

Additional attachments, if any. (I.C.2, I.F.2.c. and 4.)

Previous Evaluation Documents (I.C.3.b, D.3. and F.2.c.)

For Reappointment and Tenure candidates, include all previous Evaluation Documents from SSU. For Promotion candidates, include past Promotion Evaluation Documents, if any, but do not include previous Reappointment Evaluation Documents. (I.D.1. and I.E.3.)