

# Welcome

## Compiling the WPAF Workshop for 3-Year Appointment Lecturers

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Friday, February 28, 2025



COLLEGE OF ARTS & LETTERS

# Before we begin...

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The purpose of this workshop is to outline the evaluation process and WPAF compilation for new and renewing 3-Year contract lecturers for whom this workshop is designed.

Workshop is being recorded and will be available on the college intranet.

You may type questions in the chat; however, I will not address them until the end of the workshop.

# Workshop Agenda

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- ❖ **WHO** is evaluated?
- ❖ **WHAT** are they being evaluated on?
- ❖ **WHEN** are the evaluations?
- ❖ **HOW** do you compile your Working Personnel Action File (WPAF)?

## **WHY are lecturers/part-time faculty evaluated?**

*Evaluations provide lecturers with constructive feedback and their departments the opportunity to evaluate their teaching for future assignments and appointments.*

A photograph of a man with short dreadlocks, wearing a bright yellow button-down shirt, raising his right hand in a classroom or meeting setting. He is looking towards the right side of the frame. In the foreground, the back of a person's head with reddish-brown hair is visible on the left, and the side profile of a person with glasses is visible on the right. The background consists of large windows with dark frames, showing a blurred outdoor scene. Overlaid on the image is the text 'New & AY Faculty vs. 3-Year Appointment Faculty' in a large, white, sans-serif font. A thin white horizontal line is positioned below the text.

# New & AY Faculty vs. 3-Year Appointment Faculty

**1.**

## **New & Academic Year (AY) Lecturers**

<b>WHO</b> is evaluated and by whom?	<ul style="list-style-type: none"><li>• New and AY Lecturers</li><li>• Only by the department chair and/or committee per department ARTP Policy</li></ul>
<b>WHAT</b> is evaluated?	<ul style="list-style-type: none"><li>• Teaching Effectiveness</li></ul>
<b>WHEN</b> are evaluations?	<ul style="list-style-type: none"><li>• Once annually during AY</li></ul>
<b>HOW</b> are evaluations conducted?	<ul style="list-style-type: none"><li>• Per department ARTP Policy — outlines the process, WPAF closing dates, etc.</li></ul>

<b>WHO</b> is evaluated?	<ul style="list-style-type: none"> <li>➤ Lecturers who have taught 6 consecutive academic years (not semesters)</li> <li>➤ Lecturers currently in a 3-year appointment and renewing.</li> </ul>
<b>WHEN</b> are 3-Year Appointment Lecturers evaluated?	<ul style="list-style-type: none"> <li>➤ <u>FIRST</u> – Spring semester of last consecutive AY taught or per department policy OR</li> <li>➤ <u>RENEWING</u> – last year, spring semester, of current 3-year period/appointment or per department policy</li> <li>➤ Some more frequently per department ARTP Policy</li> </ul>

2.

## 3-Year Appointment Lecturers

**HOW** are evaluations conducted?

- WPAF reviewed per department policy, i.e. by department chair and/or committee
- Department recommends teaching effectiveness is either "satisfactory" or "unsatisfactory"
- College Dean ultimately determines 1) if teaching effectiveness is "satisfactory or "unsatisfactory" and 2) if a 3-year appointment will be offered or renewed

2.

## 3-Year Appointment Lecturers

**WHAT** is  
evaluated?

## Teaching Effectiveness

### First Appointment Materials

- *Fall 2019/Spring 2020*
- *Fall 2020/Spring 2021*
- *Fall 2021/Spring 2022*
- *Fall 2022/Spring 2023*
- *Fall 2023/Spring 2024*
- *Fall 2024*

### 3-Year Renewal

- *Fall 2022/Spring 2023*
- *Fall 2023/Spring 2024*
- *Fall 2024*

2.

## 3-Year Appointment Lecturers

WPAF should NOT  
include materials from  
Spring 2025.





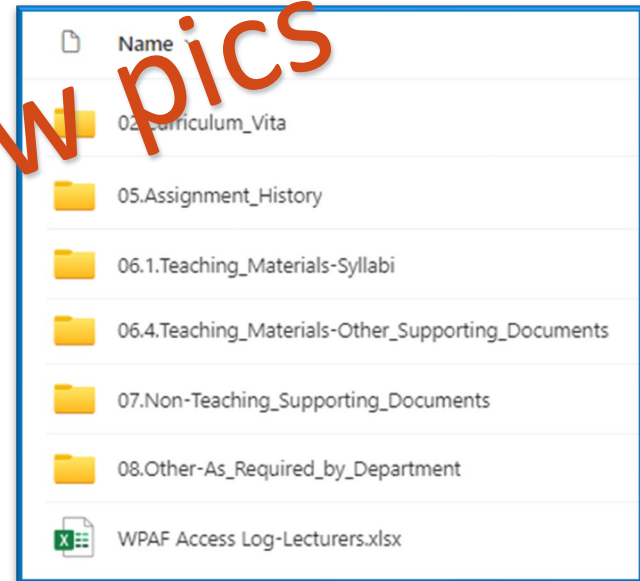
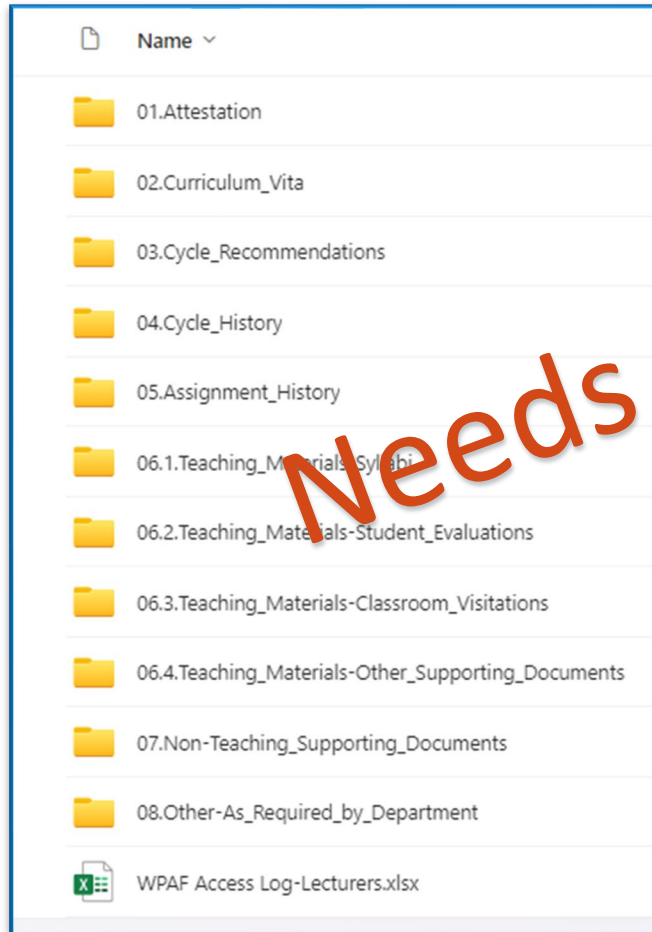
# Compiling the Digital WPAF

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BOTH LECTURERS AND CHAIRS ARE RESPONSIBLE FOR ASSEMBLING THE DIGITAL WPAF AND ATTESTING TO THE CORRECTNESS OF MATERIALS THEREIN AT THE TIME OF CLOSING.

# Compiling Digital WPAF

*When you receive access to the digital WPAF, it will resemble one of these screenshots showing the complete or condensed digital WPAF.*

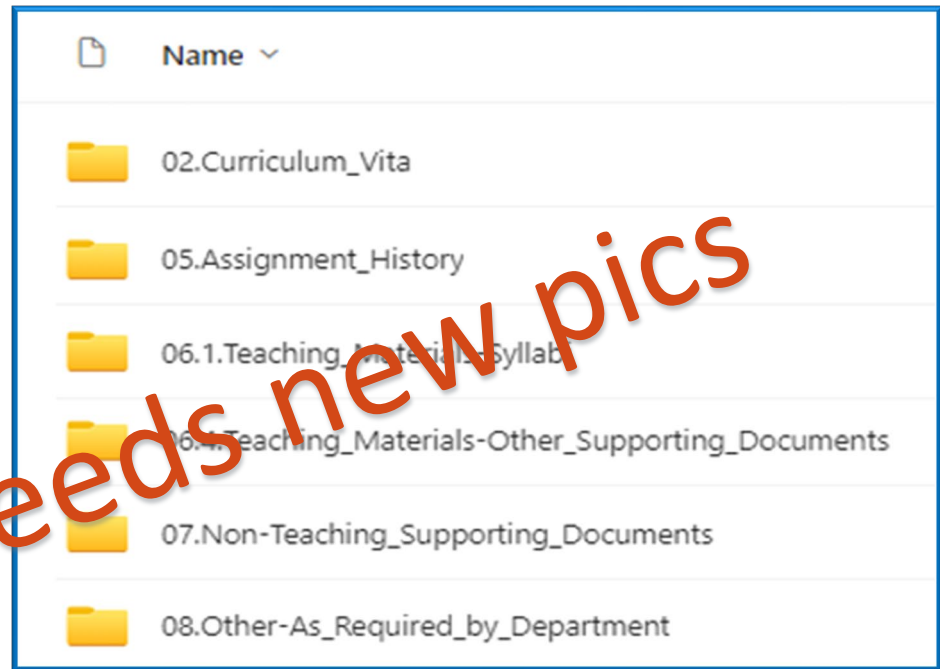


Needs new pics

# Compiling Digital WPAF

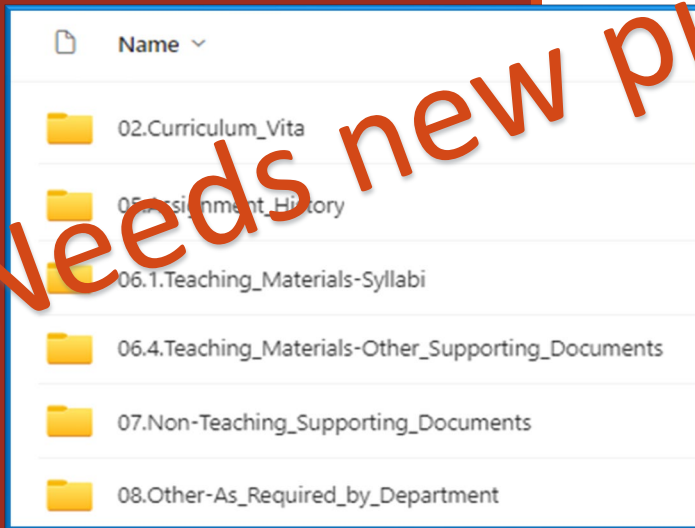
Regardless of layout, lecturers are responsible for uploading these materials:

Needs new pics



- Each folder should contain files rather than additional folders.
- Upload supporting files in a pdf. format (30-page limit).
- Files can also be in other formats (jpeg, mp4, etc.) as needed/appropriate (be mindful of potential technical difficulties reviewers may face when trying to open large files).
- You can provide live URLs listed in a pdf. to websites, videos, images, etc. rather than an actual lengthy item if available online.

# Compiling Digital WPAF



## 02. Curriculum\_Vita

- ✓ Upload the current CV as a pdf document
- ✓ Please include the name on the CV itself

## 05. Assignment\_History

- ✓ Use template provided in folder
- ✓ List every course and every section for each semester under review

## 6.1 Teaching\_Materials-Syllabi

- ✓ Upload the most recent syllabus for each course taught in the review period.
- ✓ Upload as separate pdf files

## 6.4 Teaching\_Materials\_Other\_Supporting\_Documents

- ✓ Additional course-related materials that demonstrate teaching effectiveness

## 7. Non-Teaching\_Support\_Materials

- ✓ Research/scholarly activity-related documents, service acknowledgments, etc.

## 8. Other-As\_Required\_by\_Department

# Compiling Digital WPAF

## Assignment History Template

### ASSIGNMENT HISTORY

<u>TERM</u>	<u>CLASS</u>	<u>CLASS TITLE</u>	<u>EVALUATION SCORE*</u>
Fall 2019	THEA 9.12	Theatre Appreciation	4.8

\*Scores rated on a 5 point scale.

# Department chair uploads

## 3. Current Cycle Recommendations

- Empty upon access
- This year's evaluation letters
- Uploaded after 10-day rebuttal period for each level of review.

## 4. Previous Cycle Recommendations

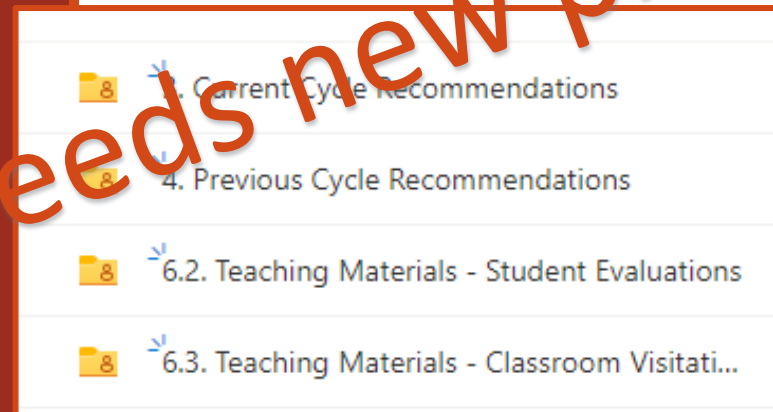
Evaluation letters from previous review cycle(s).

## 6.2 Teaching Materials – Student Evaluations

Student evaluations from every class taught during the review cycle.

## 6.3 Teaching Materials – Classroom Visitations

Peer evaluation letters/materials per department policy/practice.





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WORKING PERSONNEL ACTION FILE VERIFICATION  
AND CERTIFICATION  
2024-2025 REVIEW CYCLE

Candidate's Name: \_\_\_\_\_

Department: Choose an item.

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be closed. I understand it will be released to the assigned review committees, and if applicable to the Chair, Dean, and/or Provost for evaluation and appropriate recommendations. I also certify that items, documents, and or materials that are referenced in the Index but not included are readily available should the material be requested for at any review level.

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

\_\_\_\_\_  
Click or tap to enter a date.  
Date

Department Chair signature certifying WPAF file format compliance:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Click or tap to enter a date.  
Date



Name ▾



01.Attestation

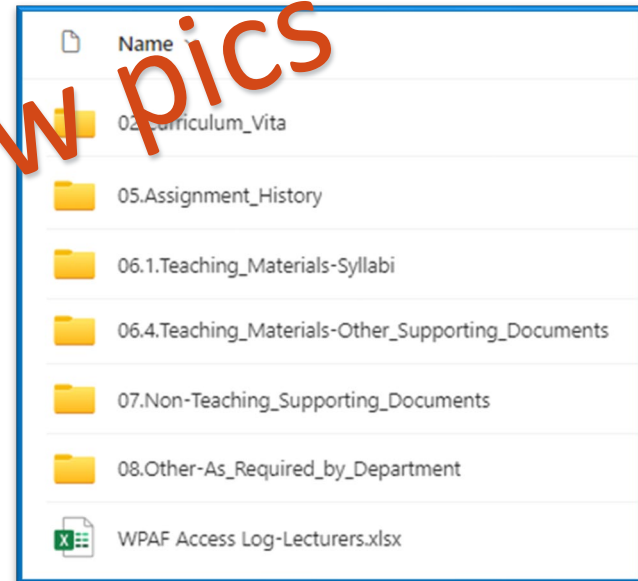
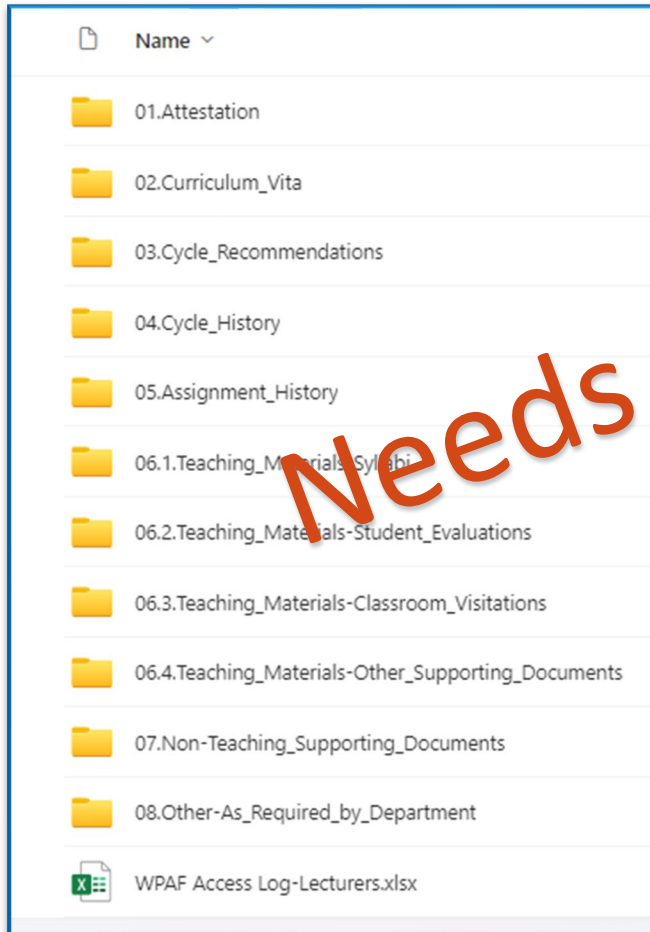
# Closing Digital WPAF

- Department chair sends "Personnel Action File Verification and Certification" Adobe Sign with instructions upon completing WPAF compilation. Your signature confirms "WPAF is declared complete with respect to documentation of performance for the purpose of evaluation" and in the correct order.
- Form automatically routed to department chair whose signature verifies the WPAF is complete and in proper format.
- Chair uploads Personnel Action File Verification and Certification to "Attestation" which signals WPAF closure/submission.
- Access to file rescinded and forwarded to next level of review.



# Digital WPAF

*The digital WPAF is now closed and the review by the Committee/Chair begins.*





A blurred background image of a classroom setting. Several students' hands are raised in the air, suggesting an interactive session or a vote-taking activity. The focus is on the hands and arms, with the faces and bodies of the students being out of focus. The lighting is soft and even.

# Timelines & Additional Information

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### A&L 3- YEAR APPOINTMENT REVIEW TIMELINE

Candidate File Closes	Primary/Chair Letter Due to DO	Primary/Chair Letter Distributed	Primary/Chair Rebuttal Period	Dean Letter Distributed	Dean Rebuttal Period
04/03/2025	4/22/25	4/24/25	4/24/25 to 5/5/25	5/20/25	5/20/25 to 6/1/25

**3-Year Appointment  
Digital WPAF closing  
date is determined by  
each department**



# Questions

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# Additional Information

- Temporary faculty eligible for a new or renewed three-year contract but who are on authorized paid or unpaid leaves during the period of evaluation may request an extension.
  - Reappointment will extend through the year of the rescheduled evaluation.
  - Upon satisfactory evaluation the terms of a new/subsequent 3-year appointment will begin with the original beginning date.
- As a result of COVID-19 that limited access to the campus, the University transitioned the lecturer review process to a digital format.
- The OneDrive electronic system is designed to “mimic” the large black binders and process.
- If you need technical/computer support, i.e. assistance with using WiFi, OneDrive, etc. then please contact IRT
- Should the need arise to re-open/access the WPAF, refer to UARTP document 4.03(F) for guidelines.

# Resources

## **ARTP Policies**

- Collective Bargaining Agreement (CBA) for Unit 3 Faculty
- University Appointment, Retention, Tenure and Promotion (ARTP) Policy
- The Office of Faculty Affairs
- The College of Arts and Letters ARTP Policy
- The Department ARTP Policy

## **College of Arts & Letters**

ARTP Coordinator Sharon Hopkins-Bright ext. 85099

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Associate Dean Melinda Wilson Ramey

Email: [mwilson@csus.edu](mailto:mwilson@csus.edu)

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