COLLEGE OF ARTS & LETTERS

THE WORKING PERSONNEL ACTION FILE (WPAF) INSTRUCTION BOOKLET – LECTURERS

COVID-19 Edition for Digital WPAF

Revised/Updated 8/17/22

This guide is intended to provide information regarding the procedures and deadlines for lecturers under Annual or 3-Year Appointment review.

WHEN WILL YOU BE REVIEWED?

Academic Year Part-Time Faculty: All temporary faculty appointed for at least two semesters, regardless of break in service, will be evaluated at least yearly for consideration for subsequent assignments/appointments.

For New 3-Year Contract: After teaching at least one semester each year for the last 6 successive academic years, beginning in Fall/16. Material for review includes material generated in 2022/23, 2021/22, 2020/21, 2019/20, 18/19, 17/18. (Fall 2017 – Fall 2022)

For Renewed 3-Year Contract: Evaluated in the Spring/23 for 3 year contract beginning Fall/19. Material for review includes all material generated in Fall 2022, 21/22, 20/21, Spring 20. (Spring 20 – Fall 2022)

On Leave: 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/renewed three year contract will begin with the original begin date.

2022-23 A&L 3-YEAR CONTRACT REVIEW TIMELINE					
Primary Letter Due to DO	**Prim. Letter Distribution**	**Primary Rebuttal Period**	**Dean Review**	**Dean Letter Distribution**	**Dean Rebuttal Period**
3/31/23	**4/3/23**	4/3 – 4/12/23	4/14 – 5/14/23	**5/15/23**	5/15 – 5/24/23

FREQUENCY OF EVALUATION
- **New and AY Lecturers:** At least annually.

- **3-Year Contract Lecturers:** At least once in the three year period, typically in the final year; may be more frequent per departmental policy or as necessary.

PURPOSE OF EVALUATION
- To afford the candidate and department the opportunity to review and evaluate the candidate's teaching effectiveness.
- To evaluate for the purposes of future assignments and appointments.

WHO EVALUATES THE WPAF?
For Annual Review of AY Lecturers:
- Departmental Peer Review Committee and/or Department Chair (see departmental ARTP policy).

For new or renewed Three-Year Contract:

- Departmental Peer Review Committee and, if applicable, Department Chair (see departmental ARTP policy).
- Appropriate Administrator (Dean).

THE EVALUATION:
- Rates the temporary faculty unit employee as either satisfactory or unsatisfactory.
- Satisfactory ratings may include narrative comments including constructive suggestions for development.
- Considers the faculty unit employee's cumulative work performance during the entire qualifying period for the three-year appointment.
- A three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator (Dean) to have performed in a satisfactory manner in carrying out the duties of his/her position.

ENTITLEMENT
For renewed three year contracts entitlement is established by the actual teaching assignment (X/30) in the third year of the existing three year contract.

For new three year contracts entitlement is established by the actual teaching assignment (X/30) in the sixth year for a new three year contract.

For appointment/assignment in subsequent years for new and AY lecturers, entitlement shall be the actual teaching assignment (X/30) in the prior year of assignment. Where there is a break in service of two or more semesters, the service clock toward a three-year contract begins anew and entitlement is reset.

PREPARING TEMPORARY FACULTY WPAF FOR REVIEW:
<u>Materials Used in Evaluation</u>
1:       Attestations
2:       Curriculum Vita (Most recent only)
3:       Current Cycle Recommendation(s)
4:       Previous Cycle Recommendation(s)
5:       Assignment History (template from Dean's Office)
6.1:   Teaching Materials - Syllabi
6.2:   Teaching Materials - Student Evaluations
6.3:   Teaching Materials - Classroom Visitation(s)
6.4:   Teaching Materials - Other Support Materials (including Peer Evaluations)
7:       Non-Teaching Support Materials
8:       Other as Required by Department

<u>Custody and Disclosure Logs</u>
For each PAF/WPAF there must be the following Attestations:
- **Verification of WPAF Contents** – Signifies the Working Personnel Action File has been satisfactorily completed and is ready to be released to the review committees for evaluation and appropriate recommendations. This will be sent via Adobe Sign to both the Faculty Member and Department Chair, in that order. Once both parties sign the Verification of WPAF Contents, access will be rescinded and the file is considered closed.

- **WPAF Access Log** – To be signed by every individual who accesses the PAF/WPAF for review and evaluation, or for appointment/assignment determination (i.e., when conducting careful consideration).

Who Uploads What?
Faculty are responsible for uploading the following:
2:     Curriculum Vitae
5:     Assignment History
6.1:   Teaching Materials – Syllabi
6.4:   Teaching Materials – Other Support Materials
7:     Non-Teaching Support Materials
8:     Other as Required by Department

Department Offices will upload the following, and faculty will be able to view them:
4:     Previous Cycle Recommendations
6.2:   Teaching Effectiveness-Student Evaluations
6.3:   Teaching Materials – Classroom Visitations

Your Department Office will also handle uploading to the following folders throughout the process:
1:     Attestation
3:     Current Cycle Recommendations

ANNUAL DEPARTMENTAL REVIEWS OF AY LECTURERS:
- Department determines the schedule for review and evaluation of AY faculty.
- Departments distribute the evaluations from review committee and/or department chair to candidate.
- Department is the permanent custodian of temporary lecturers' WPAF/PAF.

NEW/RENEWED THREE YEAR CONTRACTS DEAN'S REVIEW
- The Dean's Office will distribute the evaluations from department committee and/or chair and college dean.


HYPERLINKS TO ARTP POLICIES
- [Collective Bargaining Agreement (CBA) for Unit 3 Faculty](#)
- [University Appointment, Retention, Tenure and Promotion (ARTP) Policy](#)
- [Sacramento State MOU on Interim RTP Process during COVID-19](#)
- [The College of Arts and Letters ARTP Policy](#)
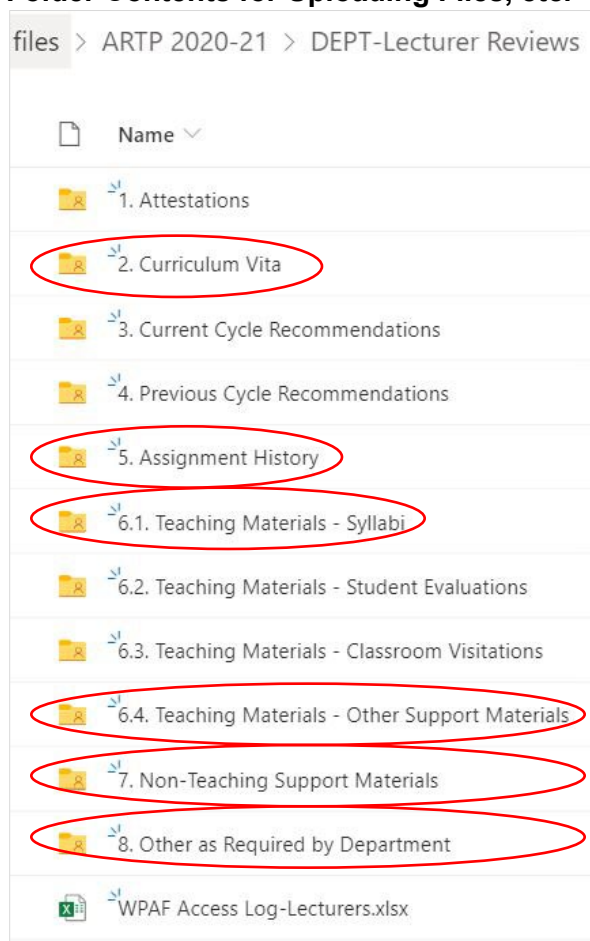- The Department ARTP Policy (see Department Chair or primary committee)

PREPARING THE WORKING PERSONNEL ACTION FILE (WPAF)
WPAFS WILL BE ASSEMBLED, SUBMITTED AND REVIEWED DIGITALLY.
FOR THE COLLEGE OF ARTS & LETTERS, THE WORKING PERSONNEL ACTION FILE (WPAF)
WILL BE ACCESSIBLE VIA ONEDRIVE:

Lecturer WPAF Organization Folder
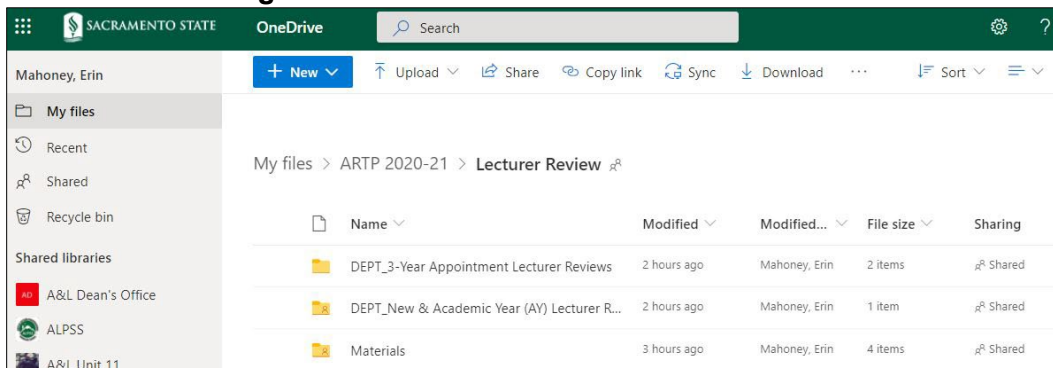
Folder Contents for Uploading Files, etc.

- ***Attestation** form sent via Adobe Sign for candidate and chair to sign at the time the WPAF is finalized for review.
- **Curriculum Vitae** – A current complete CV consistent with the discipline's professional standards.
- ***Current Cycle Recommendations** – This includes the written evaluations generated during this review cycle (i.e., reviews from the Primary Committee, Department Chair, and the College Dean, as applicable) These will be uploaded at the completion of each level of review. The Dean's Office will upload any faculty rebuttals submitted after each level of review.
- ****Previous Cycle Recommendations** – All preceding reviews from all levels, including the faculty member's rebuttals (if any).
- **Assignment History** – Use the provided template
- **Teaching Materials-Syllabi** One syllabus/course taught
- ****Teaching Materials-Student Evaluations –** Student course evaluations from all courses taught (in current review cycle)
- ****Teaching Materials-Classroom Visitations** – Evaluations of teaching by colleagues if conducted per Departmental ARTP policies.
- **Teaching Materials-Other Support Materials** –
- **Non-Teaching Support Materials** –
- **Other as Required by Department** –

*To remain empty during the compilation of the WPAF and its materials will be added by the department

**To be uploaded by the department; you will have read-only access

THE WPAF IS CREATED AT THE BEGINNING OF THE REVIEW CYCLE

1.   The Dean's Office sends a list to the departments of their faculty eligible for review and the level of review. The Department Chair and primary committee review the list of faculty for accuracy.

Faculty on protected leave (FMLA, Sick Leave, Disability leave, etc.) at any point during the review period should consult with their Department Chair and Dean's Office during this phase of the review cycle for clarification of the review process.

2.   The Department announces to its faculty the deadline for compiling the WPAF's content. It is the responsibility of the candidate (not the Department Chair or Coordinator) to prepare the following materials for review:
* Current Curriculum Vitae (*Name of file for digital WPAF: DEPT_Doe,J_CV.pdf*)
* Assignment History
* Teaching Materials – Syllabi
* Teaching Materials – Other Support Materials
* Non-Teaching Support Materials

3.   The faculty member will upload materials above to their designated OneDrive folder. The department office will upload Student Course Evaluations and Classroom Visitations if conducted per departmental ARTP Policy.
    o All Student Evaluations conducted during the period under review must be included, with the exception of those affected by COVID-19 [to be further explained].

The university has put two MOUs in place regarding the impact and inclusion of Student Evaluations for the 2020-2021 Evaluation/Retention Cycle as a result of the Covid-19 pandemic. In summary, departments are to include a disclaimer addressing the impact of COVID-19 on student evaluations and/or faculty members may request negative evaluations that meet specific conditions be removed from their WPAF. Please see MOU Addressing Impacts of Student Evaluations for specific details.

The WPAF is now completely assembled and ready to be closed and submitted electronically for the next level of review. Once closed, the WPAF cannot be modified. At this point, the faculty member should sign the "Working Personnel Action File Verification and Certification" form. Via Adobe Sign, the faculty member and chair will submit this document certifying that the WPAF is complete and ready for the Primary Committee (and, if appropriate, the Department Chair) review. Should the need arise to re-open the WPAF, please refer to the UARTP document 4.03 (F) for guidelines.

4.   After the Primary Committee has conducted their evaluation of the content in the WPAF and completed their deliberation, their conclusions and recommendations shall be emailed to the college designee. The chair of the Primary Committee must sign and date this document via Adobe Sign or Adobe Acrobat certifying that the departmental ARTP procedures were followed.

Where required, the Department Chair shall conduct an independent evaluation and produce a separate written document of their conclusions and recommendations. The chair shall sign and date this document certifying that the departmental ARTP procedures were followed.

Each of these written documents shall be entitled 2022-2023 DEPT_LastName,FirstName_Level of Review_2022-23 The Dean's Office will supply letter templates, if needed.

5.   At this juncture, the department office will rescind the faculty member's access to the digital

WPAF and grant access to the next level of review, whether the department chair and/or Primary ARTP Committee.

6.   Each faculty member will receive a copy of their primary level recommendation(s) via email with a notice that the faculty member has ten (10) calendar days to submit a response or rebuttal statement (see page 7). **The Primary Committee <u>does not</u> send their evaluation to the faculty member; it must come through the Dean's Office. If faculty choose to submit a rebuttal, then that statement must be addressed to Dean Sheree Meyer, but emailed to Associate Dean Melinda Wilson Ramey (mwilson@csus.edu) with the College ARTP Coordinator CCed.**

7.   After the ten calendar (10) days have expired, all of these documents are uploaded to the "Current ARTP Evaluations" digital file by the Dean's Office.

TEN (10) DAY REBUTTAL PERIOD
For each level of review, the faculty member will have ten (10) calendar days to consider and submit an optional rebuttal or response to the content of the review. This ten (10) calendar day period begins from time of receipt of the review document. From Section 9.010X of the University ARTP (CBA 15.5) should be kept in mind:

> At all levels of review, before recommendations are forwarded to subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reason therefore. The faculty unit employees may submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the recommendation within **ten (10) days** following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require the evaluation timelines be extended.

Please also note the following important information:

- At the department level, independent reviews by the primary committee and the Department Chair may be conducted simultaneously. To ensure these reviews are independent, neither should consider the evaluation statement of the other.

- At the department level, where Department Chairs conduct a subsequent review – taking into account the primary committee's evaluation – then the faculty member's ten (10) calendar day period of rebuttal must be factored into the determination of timelines and deadlines. Both the primary committee's evaluation and the faculty member's rebuttal/response must be considered by the Department Chair.

WORKING PERSONNEL ACTION FILE VERIFICATION
AND CERTIFICATION
2022-23 REVIEW CYCYLE

Candidate's Name: _____

Department: _____

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be released to the review committees for evaluation and appropriate recommendations. I also certify that references made in my documents which do not accompany the Indexes are readily available should the material be called for at any review level.

_____   _____

Candidate Signature   Date

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Department Chair signature certifying WPAF file format compliance:

_____   _____

Department Chair Signature   Date

<u>Simultaneous Independent Reviews by Department Chair and Primary Committee</u>

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┌─────────────────────────┐     ┌─────────────────────────┐
│   Primary Committee      │     │  Department Chair Review │
│       Review             │     │  (per Department ARTP)   │
└─────────────────────────┘     └─────────────────────────┘
                    │                 │
                    └────────┬────────┘
                             ▼
                ┌─────────────────────────┐
                │  Faculty Member Given    │
                │  Copies from Dean's      │
                │  Office                  │
                └─────────────────────────┘
                             │
                             ▼
                ┌─────────────────────────┐
                │  Ten (10) Calendar Day   │
                │  Rebuttal                │
                └─────────────────────────┘
                             │
                             ▼
                ┌─────────────────────────┐
                │  Other Levels of Review  │
                │  with                    │
                │  Appropriate Notice      │
                │  Periods                 │
                └─────────────────────────┘
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