



COLLEGE OF ARTS & LETTERS

COLLEGE OF ARTS & LETTERS

CREATING AND MANAGING DIGITAL
WORKING PERSONNEL ACTION FILES
(WPAFs) – LECTURERS

ONEDRIVE
2022-2023

Revised/Updated 08/15/2022

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
COLLEGE OF ARTS & LETTERS
INFORMATION FOR LECTURERS**

This guide provides information regarding the procedures for staff facilitating the lecturer review process for New and Renewed 3-Year Contract evaluations in spring 2021. Due to COVID-restrictions, the process has been moved online for this review cycle, and the digital WPAF is housed on OneDrive.

WHO IS 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/15. Material for review includes material generated in 2020/21, 2019/20, 18/19, 17/18, 16/17, 15/16.

For Renewed 3-Year Contract: Evaluated in the Spring/20 for 3 year contract beginning Fall/18. Material for review includes all material generated in Fall 2020, 19/20, 18/19, Spring 18.

2022-23 A&L LECTURER REVIEW TIMELINE					
Group	Primary Letter Due to DO	Prim. Letter Distribution	Dean Review	Dean Letter Distribution	Contractual Deadline
3YC - New	3/31/2023	4/3/2023	4/14 – 5/14	5/15/2023	5/26/2023
3YC - Renewed	3/31/2023	4/3/2023	4/14 – 5/14	5/15/2023	5/26/2023

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.

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.

PREPARING TEMPORARY FACULTY WPAF FOR REVIEW:

Materials Used in Evaluation

- 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

Custody and Disclosure Logs

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

Department Offices 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.

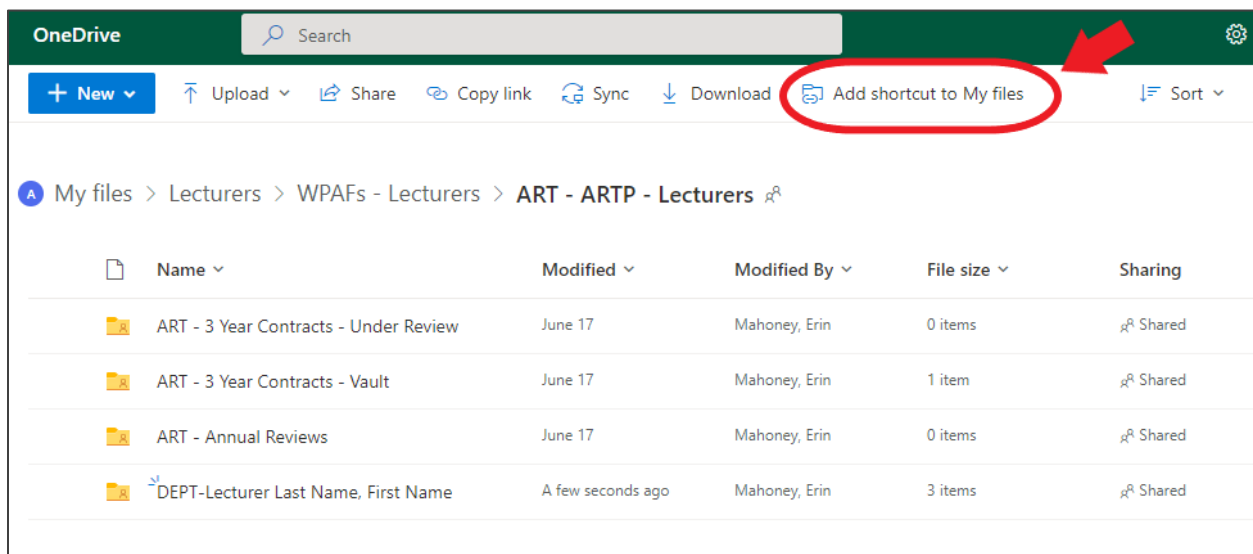
HYPERLINKS TO ARTP POLICIES

- [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)

DIGITAL WPAF MANAGEMENT

SETUP

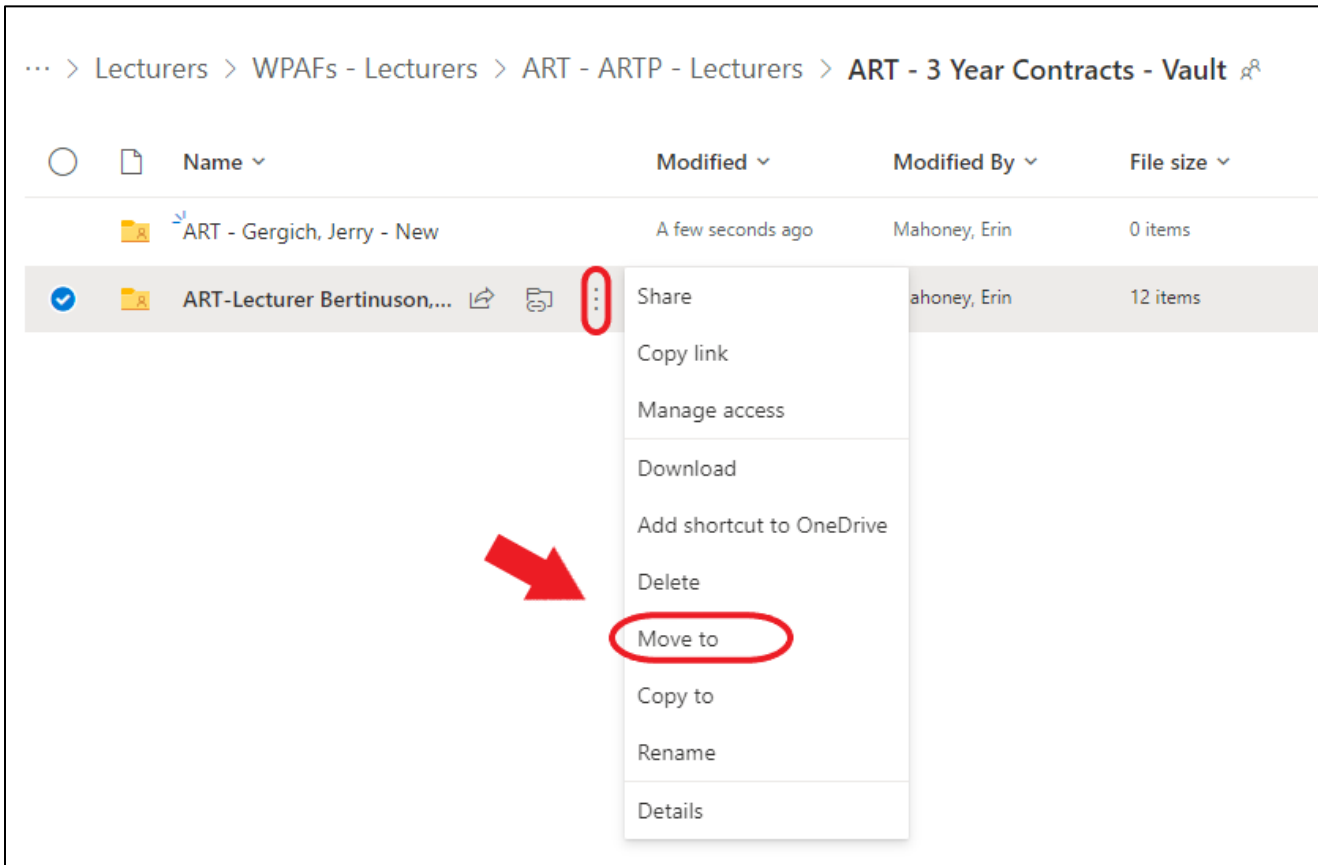
1. While departments are the permanent custodians of lecturer WPAFs, these are now housed on the College's ARTP OneDrive page. Department chairs have been granted Owner access to their departments Lecturer ARTP folder, and can in turn grant and rescind access as necessary.
2. In OneDrive, access the DEPT-ARTP - Lecturers folder shared by Erin Mahoney and click "Add shortcut to My Files" so you can access it easily from your OneDrive page.



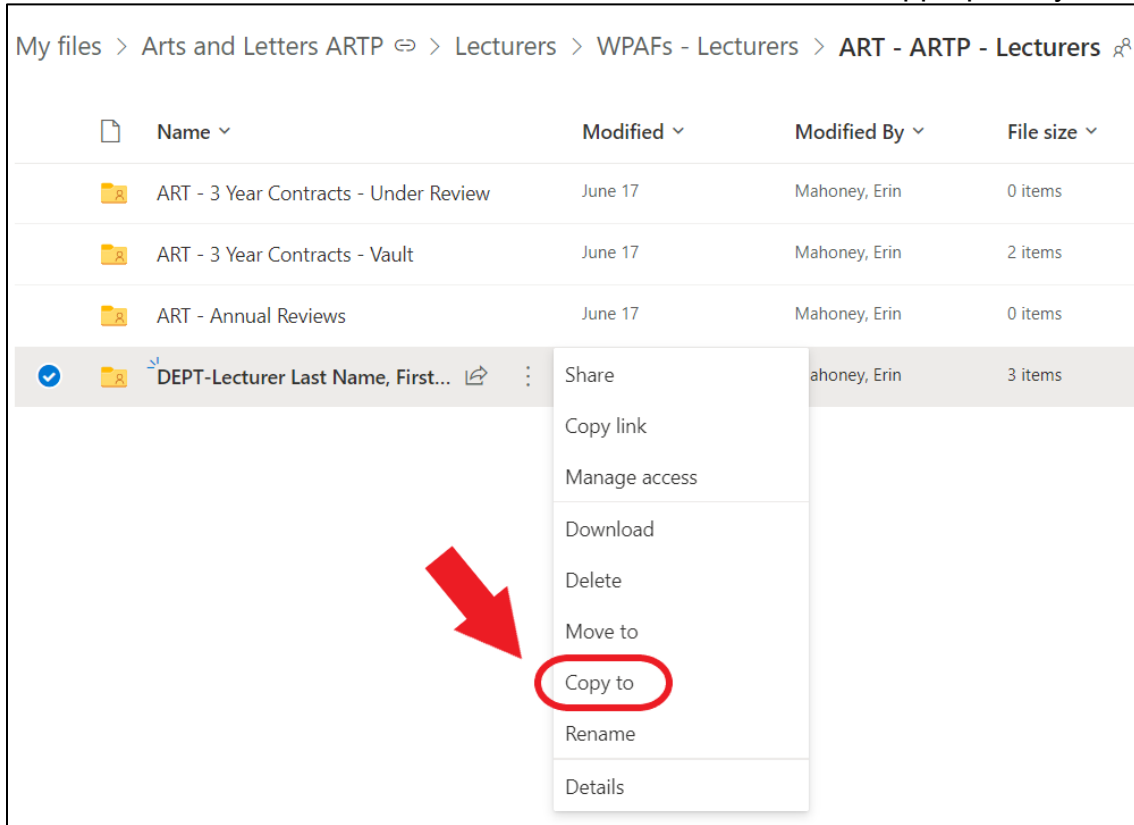
3. It contains the following sub-folders:
 - DEPT – 3 Year Contracts – Under Review
 - The WPAFs of temporary faculty currently up for a new or renewed 3 Year Contract
 - DEPT – 3 Year Contracts – Vault
 - The WPAFs of temporary faculty **not** currently up for a new or renewed 3 Year Contract. No action needed on these WPAFs this review cycle
 - DEPT – Annual Reviews
 - The WPAFs of temporary, AY faculty, whose reviews take place solely within the department
 - DEPT-Lecturer Last Name, First Name
 - A template folder to be used to set up WPAFs for new temporary faculty.

4. In coordination with the Office of Faculty Advancement, department chairs and coordinators, the Dean’s Office creates a list of all temporary faculty eligible for a 3-Year Contract (new or renewed). Use this list to populate the folder “DEPT – 3 Year Contracts – Under Review”

5. If the candidate already has an electronic WPAF, move it to the “DEPT – 3 Year Contracts – Under Review” folder



6. If the candidate does not have an electronic WPAF, copy the folder “DEPT-Lecturer Last Name, First Name” into the Under Review folder, and rename appropriately



E-WPAF Naming Conventions:

- Format: DEPT – Last Name, FirstName - Review
- Example: ART- Gergich, Jerry - New or ART - Gergich, Jerry - Renewal

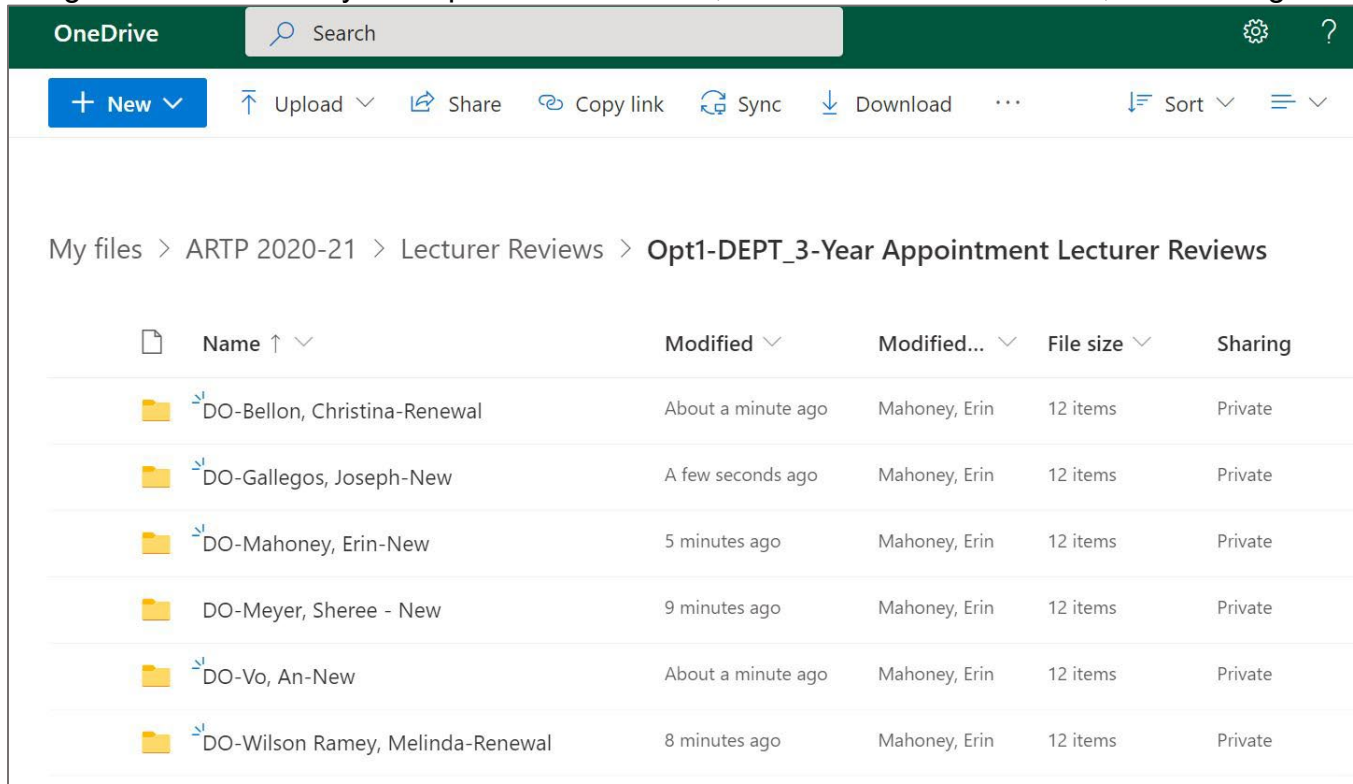
Note: The “Review” portion is optional, and if you don’t include it at the department level, it may be added at the college level

7. Return to the main **DEPT-ART-Lecturers** folder and follow steps 5-6 in the **DEPT_New & Academic Year (AY) Lecturer Reviews** folder if your department is using the same structure for your annual reviews.

Note: At this point, “DEPT” should not appear in any folder or file names, as it should have been replaced by your department abbreviation.

GRANTING AND RESCINDING ACCESS

Congratulations – all of your department’s WPAFs, or at least their framework, are now digital!

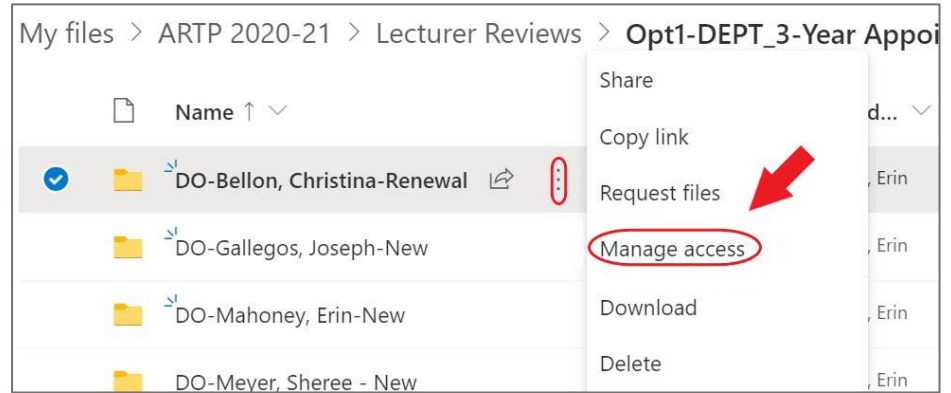


Now how do we make sure they’re accessible to the right people, at the right time, with the right level off control and editing ability? That’s where it gets tricky. Let’s break down the different stages/forms of access:

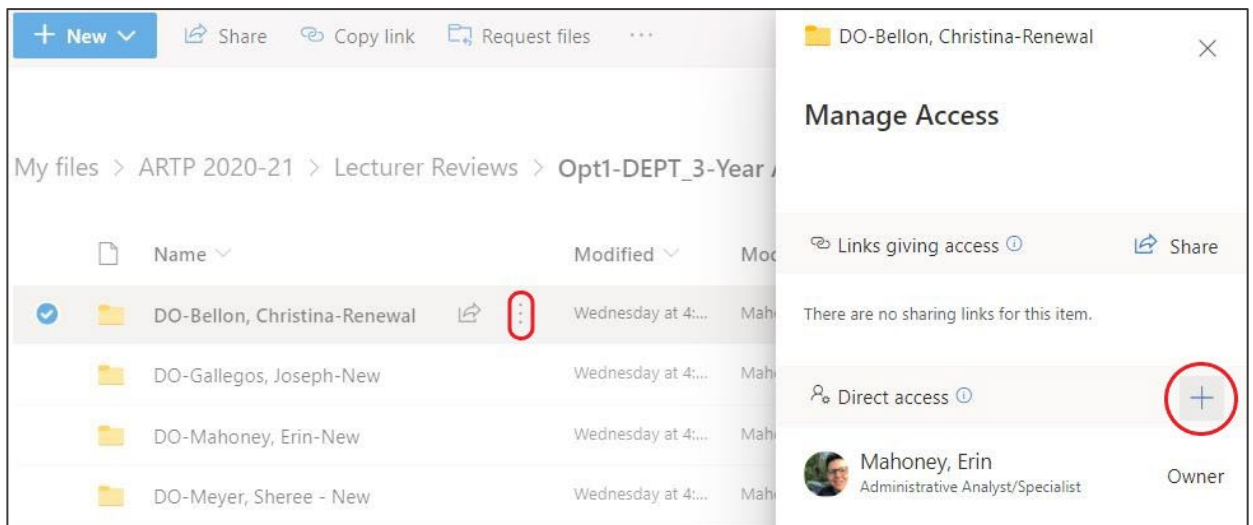
STAGE	WHO	EDITING ACCESS	RESTRICTED ACCESS
WPAF Compilation	Faculty Under Review	1: Attestations (empty) 2: Curriculum Vitae 3: Current Cycle Recommendations (empty) 5: Assignment History 6.1: Teaching Materials – Syllabi 6.4: Teaching Materials – Other Support Materials 7: Non-Teaching Support Materials 8: Other as Required by Department	4: Previous Cycle Recommendations 6.2: Teaching Effectiveness-Student Evaluations 6.3: Teaching Materials – Classroom Visitations
	Department Chair	Entire WPAF	
Primary Review	Primary Committee, Department Chair (if applicable)	WPAF Access Log	The rest of the WPAF
Dean Review	Dean Meyer	WPAF Access Log	The rest of the WPAF

WPAF COMPILATION

8. The first step in granting the proper access for a digital WPAF is the same for both options: select Manage Access by clicking on the three dots next to the WPAF name in question. This will pull up the Manage Access panel.



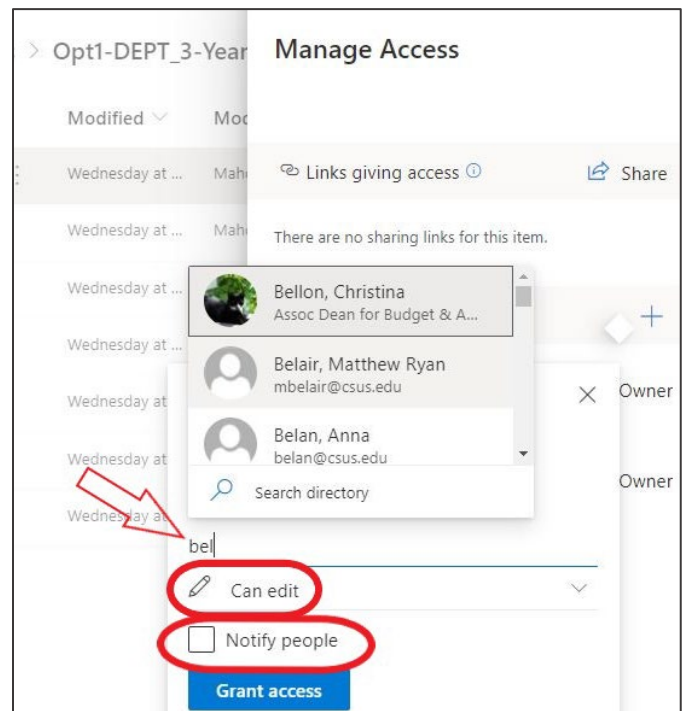
9. Click on the + by Direct Access.



10. Uncheck “Notify People” and enter your Faculty Member’s name. Then add your Department Chair’s name, and click “Grant Access”.

Note: At this point, leave their access as “Can Edit” – we will be adjusting specific folder access next.

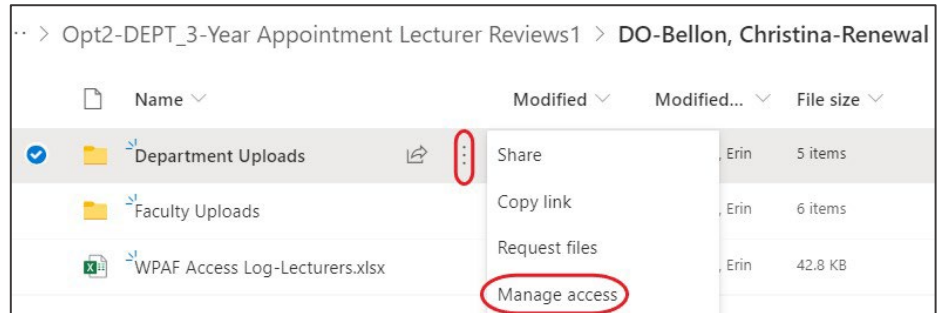
The next steps differ depending on which WPAF structure Option you chose.



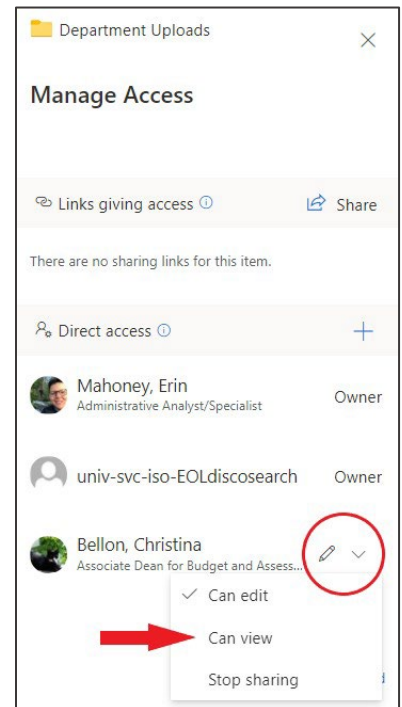
13. The other WPAF set-up option involves creating two subfolders that the WPAF sections live in. Again, we have already set up editing access for both the faculty member and department chair, so now we must adjust access for the faculty member.



14. Click on the three dots next to the “Department Uploads” folder, which contains all of the folders the department is responsible for providing which should not be edited by the faculty member. Select “Manage access”.



15. In the Manage Access panel, click on the pencil icon and change the faculty member’s access to “Can view”. This removes their ability to edit the documents, but still allows for downloading. As mentioned above, this is not a viable option for when we get to granting access for reviewers, but for the faculty member, it’s fine.



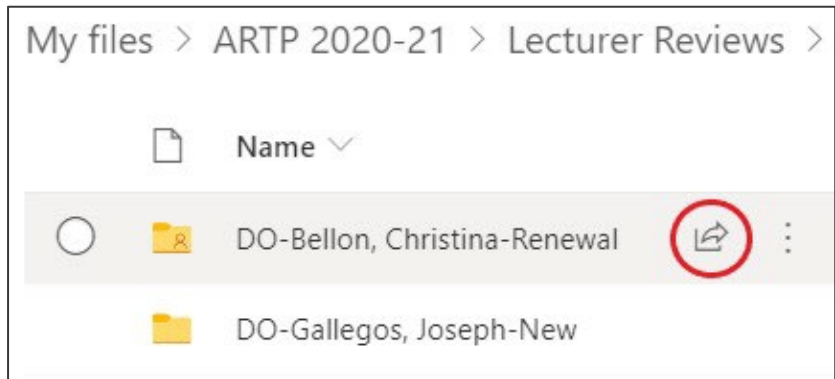
Note: The following folders will remain empty during the WPAF Compilation period:

- 1. Attestations
- 3. Current Cycle Recommendations
- 4. Previous Cycle Recommendations

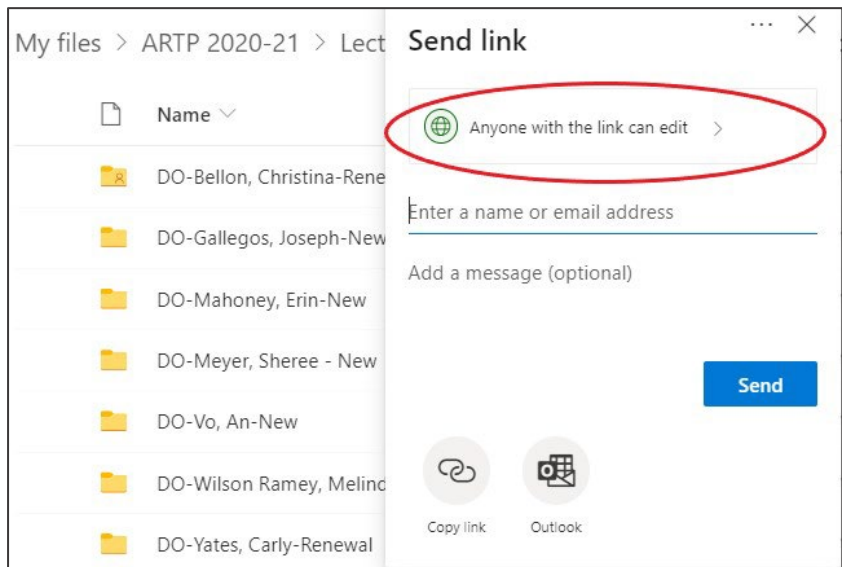
*Additionally, the **WPAF Access Log** file should not be edited or moved during this period. This is for reviewers to use to note when they access the WPAF, and this should be placed in the Attestations folder at the end of the review process.*

SHARING DIGITAL WPAF WITH FACULTY MEMBER

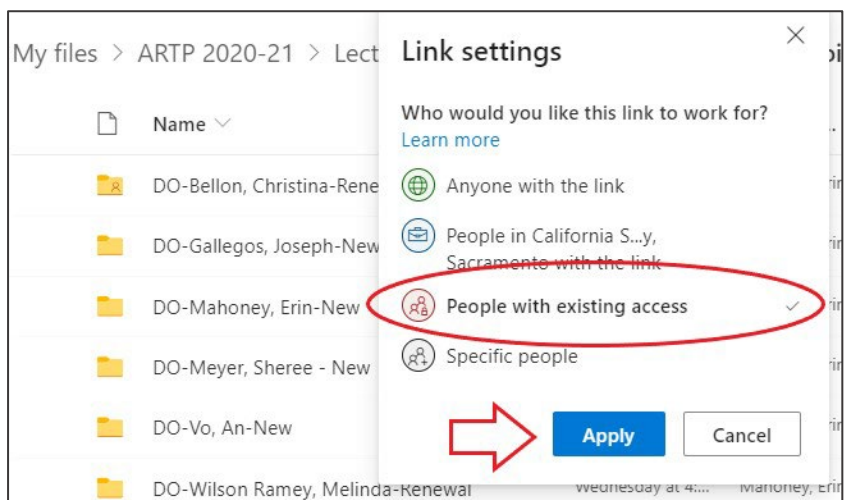
16. As you'll recall, while granting access to the digital WPAF we opted **not to notify** anyone through OneDrive. This allows us to Pair Access with Information. Using the email template provided, or a similar version of your own creation, you can now send the WPAF link to your faculty members under review at the same time as giving them all the tools they need to complete their digital WPAF. First, **click on the fun arrow next to their WPAF** in your Lecturer Reviews folder.



17. In the "Send Link" box that pops up, click on "Anyone with the link can edit" option to change it – we definitely **do not want** to create a link to the WPAF that allows anyone to edit it.



18. Select "People with existing access" and click Apply.



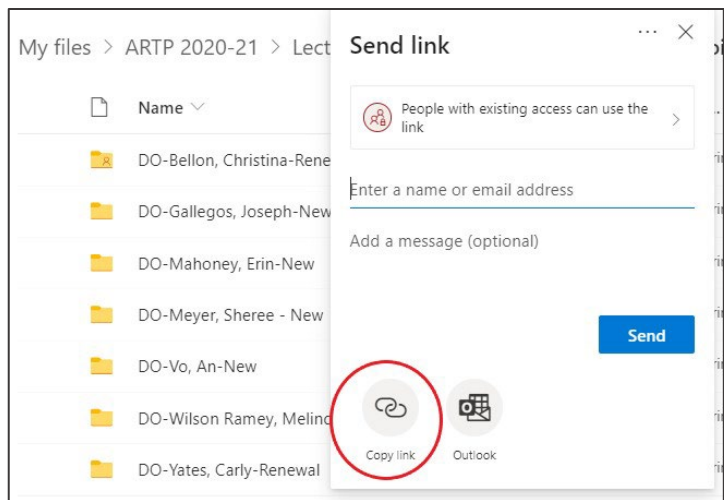
19. Click on “Copy link” and paste it into your email to that specific faculty member. The template is below:

[Begin email template]

Subject: Link to your digital WPAF

Good afternoon,

Here is the link to access your digital Working Personnel Action File (WPAF): **Paste Link Here, hit enter. When it becomes a live link, right click and choose “Edit Hyperlink”. At the top, change “Text to Display” to the folder name (DEPT- Lecturer Last Name, First Name)**



Before you begin the process of uploading items, please refer to the instructional materials the College has provided on our [ARTP Procedure page](#), and work with your department chair throughout the process of compiling your WPAF.

You 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

Your department office will upload the following, and you 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:

- 01. Attestations
- 03. Current Cycle Recommendations

While in the process of building the WPAF, **neither you nor department chair need to enter anything into the WPAF Access Log**. This will be used by reviewers throughout the ARTP process to track when they access your WPAF.


I am also attaching the WPAF Contents Verification form to this email. **Do not sign this until you have completely finished compiling your digital WPAF**; at that point, sign and return this to me (your department chair). Upon my signature, your WPAF will be considered closed and your access through OneDrive will be rescinded.


Please let me know if you have any questions regarding OneDrive access, and work with your department chair for more general ARTP questions.

Thanks,

[End email template]

20. As mentioned in the email template, once the department and faculty member have uploaded all pertinent documents showcasing their work during the review period, it is time to close the WPAF. To make this official, the WPAF Verification and Certification form must be signed by both the faculty member and the department chair. This form should be attached to the email you send to each faculty member, and must be signed by both the faculty member and the department chair to signify the closure of the WPAF. No more additions or changes may be done by the faculty member or department representatives at this time.


 SACRAMENTO
STATE


 COLLEGE OF ARTS & LETTERS

**WORKING PERSONNEL ACTION FILE VERIFICATION
AND CERTIFICATION
2022-23 REVIEW CYCLE**

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

Department Chair signature certifying WPAF file format compliance:

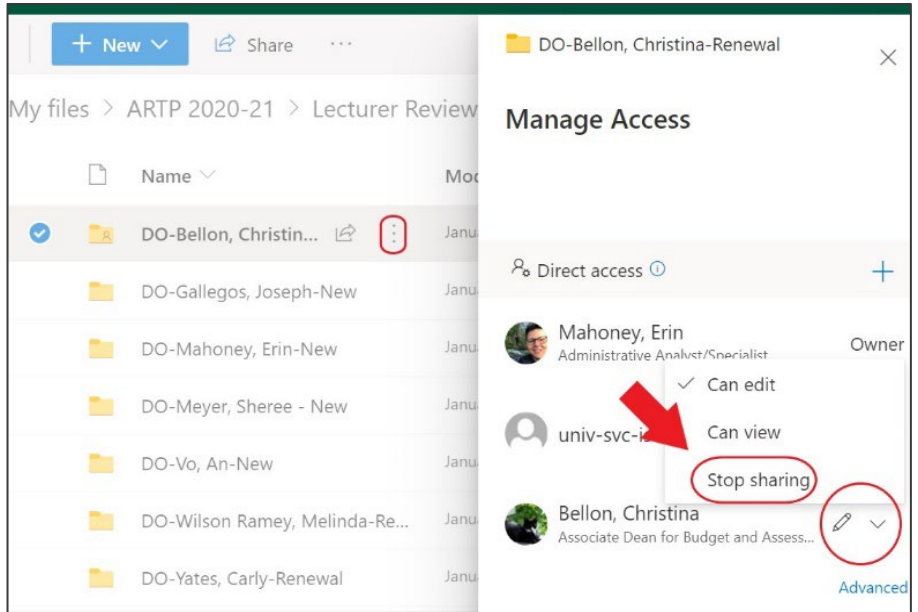
_____	_____
Department Chair Signature	Date

RESCINDING ACCESS

21. Once you receive the signed and completed AL WPAF Verification of Contents form, you can upload it directly to the **Attestation** folder.
22. From the folder housing all of your WPAFs, click the three dots next to name of the *now closed* file and select “Manage Access”.
23. Click the pencil next to the faculty member’s name and select “Stop sharing”. *Note: Although the department chair’s part in compiling the file is now complete, they must retain control of the WPAF in order to manage the review process. Make no changes to their access at this time.*

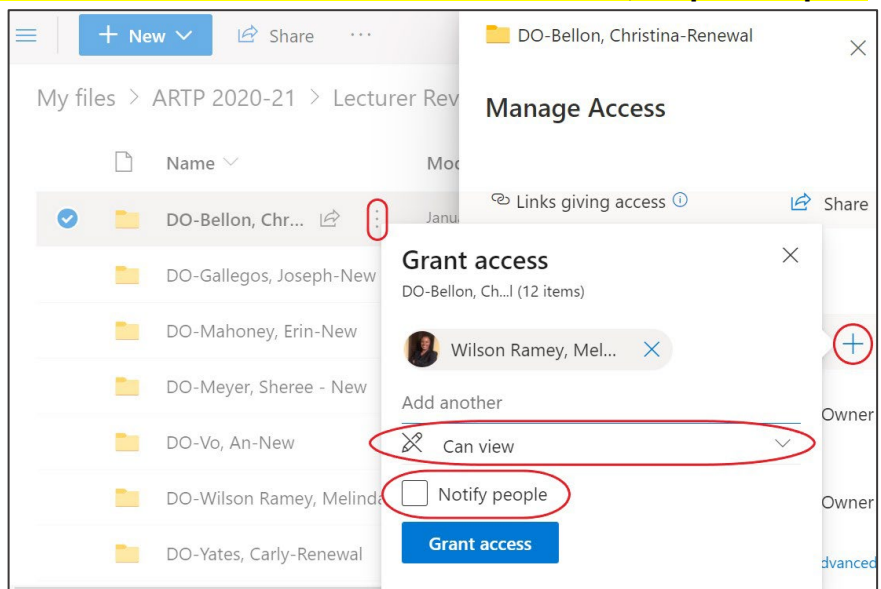
GRANTING RESTRICTED ACCESS TO REVIEWERS

As mentioned above, granting access to reviewers is a little complex, as reviewers should not have access to add, edit, or download any of the WPAF’s contents. *Note: For the purposes of this guide, DO-Bellon, Christina is the faculty member under review; Melinda Wilson Ramey will be added as a reviewer. You will see that Sheree Meyer has editing access – consider her to have the role of department chair.*



If all of your WPAFs are ready for the review committee at the same time, skip to step 45

24. As when you shared access with the faculty member & department chair, select the three dots next to the WPAF name ready for review.
25. Click on the + to Grant Direct Access
26. Type in the name of the reviewer
27. Deselect “Notify people” box. Again, we want to *pair access with info*.

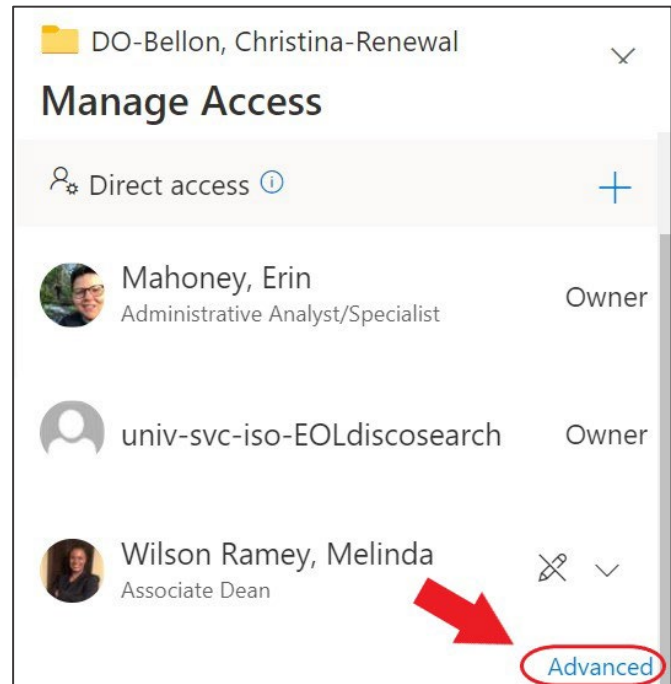


28. Select the “Can view” option for level of access. This means they will not have access to edit any of the materials, but at this point they still have the ability to download them. We will adjust that next.

29. Repeat steps 24-28 for all committee members at this level of review.

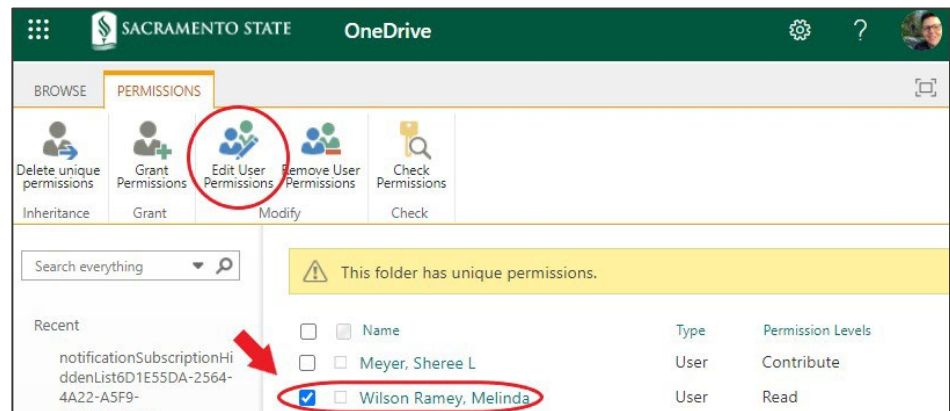
30. Now that you have granted the reviewers access, we need to restrict it. From the Manage Access panel, click on “Advanced” at the bottom right. Since we are doing this to the principal WPAF folder, the access we grant applies to everything within it.

Note: This will pull up the Advanced Permissions page as a separate tab. Please ensure that your browser allows for pop-ups.



31. Click the check box next to the names of **all reviewers**.

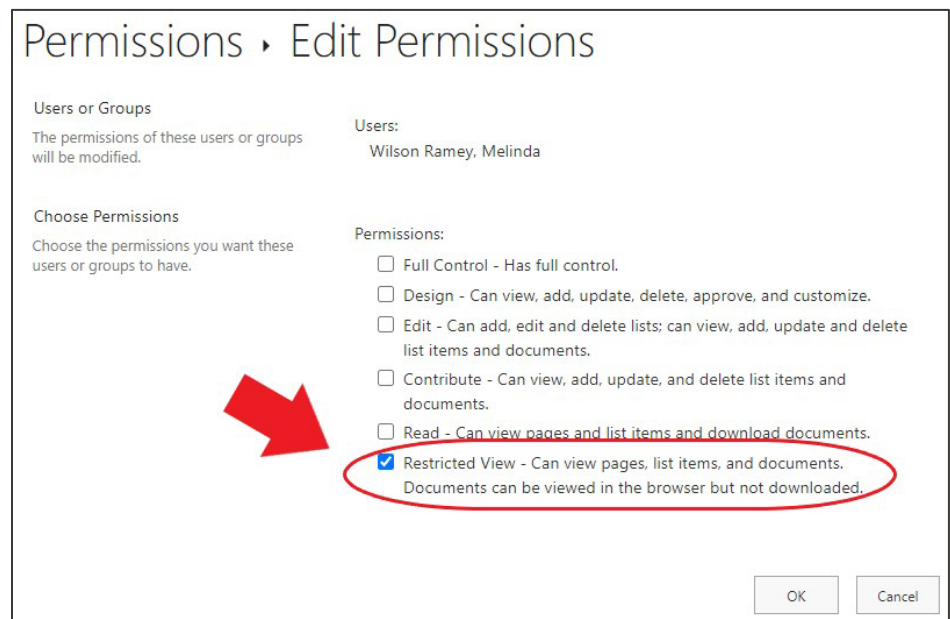
32. Click “Edit User Permissions” from the top menu. This will take us to the Permissions Page.



33. Deselect “Read”.

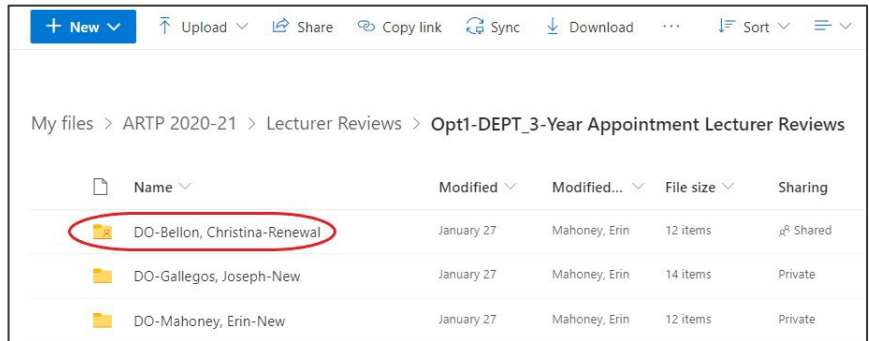
34. Check “Restricted View”. As the description states, this option allows for full viewing access to everything, but prevents documents from being downloaded.

35. Close the Permissions tab in your browser and return to your main folder for WPAFs.

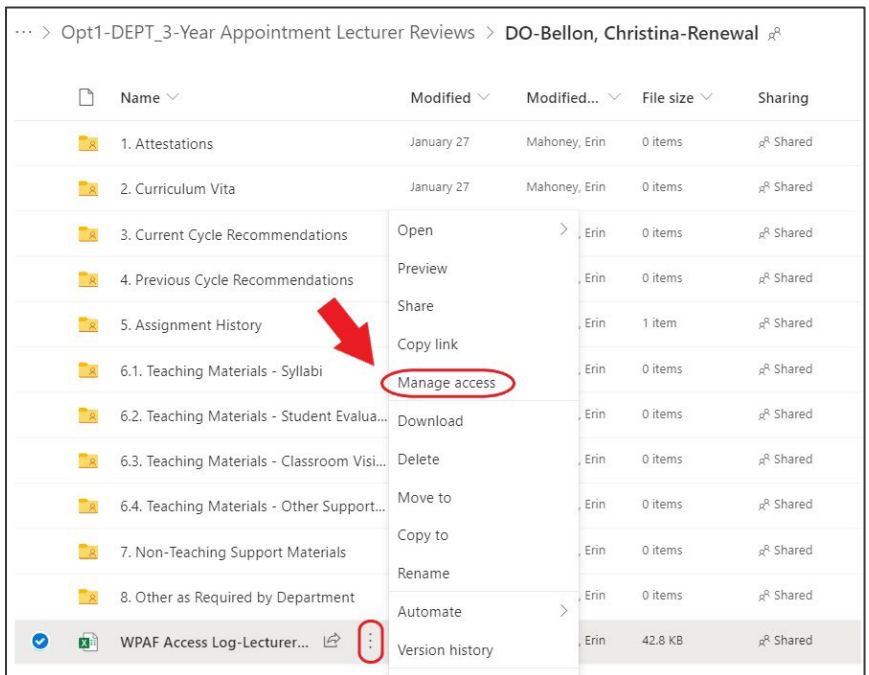


While it is essential that reviewers are unable to edit, delete, or download any of the faculty member under review's materials, reviewers *do* need to sign the WPAF Access Log every time they access a WPAF for review. Since we have now adjusted their access to Restricted View for the entire WPAF, we must manually grant them permission to sign the WPAF Access Log.

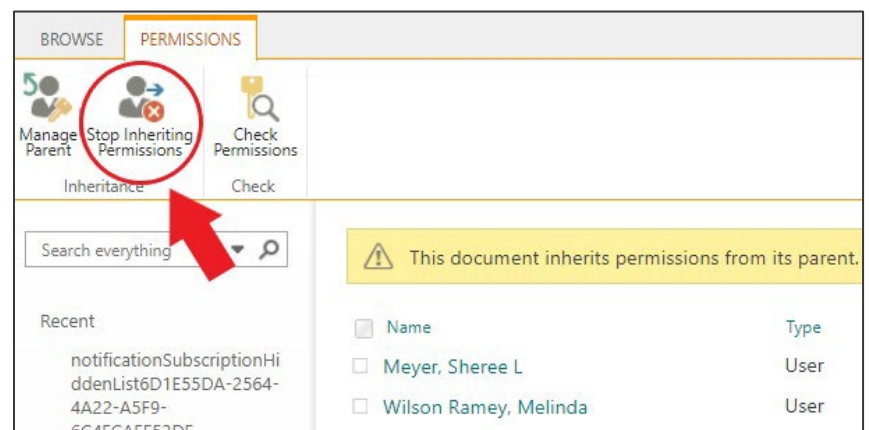
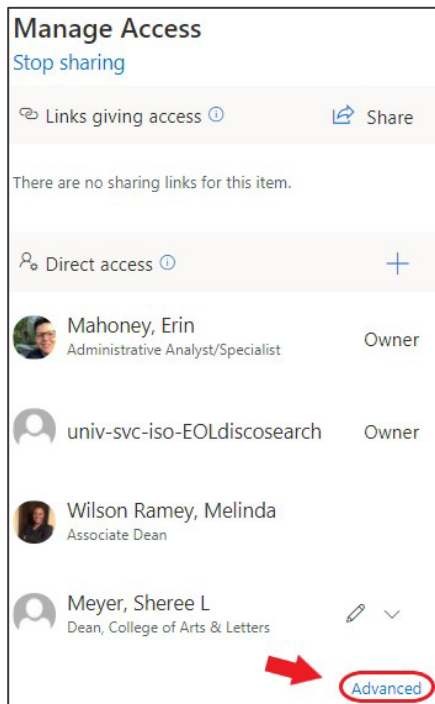
36. **Open** the WPAF ready for review by clicking on the folder name.



37. Each WPAF will have a Spreadsheet titled WPAF Access Log-Lecturers at the bottom. Click the 3 dots next to it, and select Manage Access.

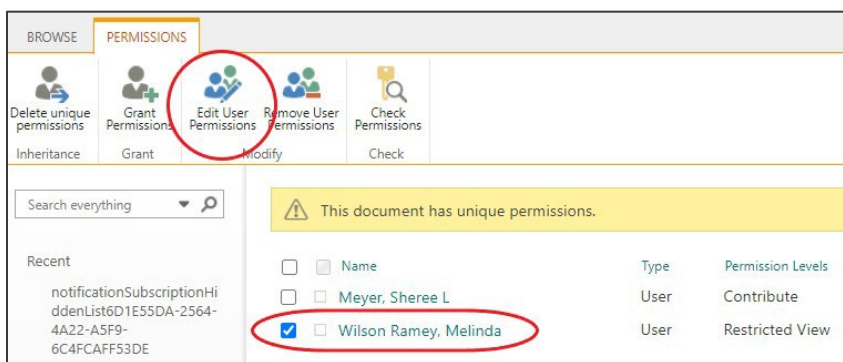


38. Once again, this will bring up the Manage Access panel. Choose "Advanced" at the bottom right.



39. On the Permissions tab that opens up, select "Stop Inheriting Permissions". This allows you to grant different permissions to this specific file than that of the parent folder.

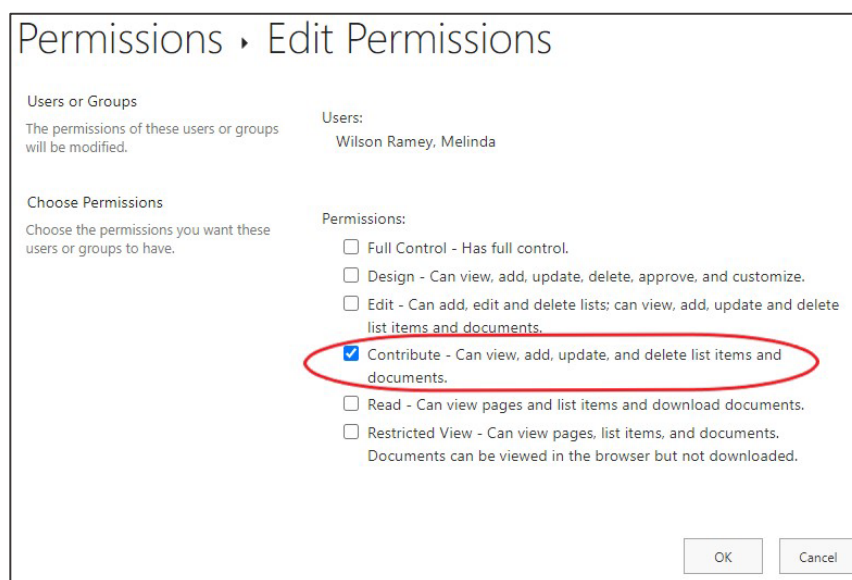
40. Click the check box by each reviewer, and then select “Edit User Permissions” at the top. *Note: The Department Chair should still have “Contribute” Permission Levels for the entire WPAF, including the Access Log.*



41. Deselect “Restricted View” and click the check box by “Contribute”, allowing reviewers to sign the Access Log.

Now that reviewers have proper access, it’s time to send them the link to this WPAF.

42. Follow steps 16-19 above to attain this link, and use the following template (or your own version of it) to share info and access at once:



[Begin email template]

Subject: Access to your department's lecturer WPAFs for review
 Greetings, Primary ARTP Committee members for the Department of XXXX!

I am providing you links to the WPAFs for each of your colleagues under review. Before diving in, please review all materials on the [College ARTP Process](#) page, which has info on the updated digital ARTP process and specific instructions for you in the video titled *Reviewing a Digital WPAF*.

Additionally, here are some important basic points:

- The digital WPAF was made as analogous as possible to the physical WPAF binders, with some minor improvements and adjustments
- You have been granted access to open and view all of the materials within the WPAFs, but cannot download or edit anything except the WPAF Access Logs
- Every time you access a digital WPAF, you **must sign its Access Log**. You do not need to sign it for every file you look at, but rather for every review session you engage in. Think of it like the Access Log in the physical WPAF binder – you sign it every time you open the binder itself, not when you flip a page.
- Each WPAF has its own Access Log specific to that faculty member’s materials
- Be careful not to override or edit anyone else’s entries in the WPAF Access Log
- When your recommendation letter is complete, you should do the following:
 - For AY Lecturers: **[insert departmental specific instructions]**

- For 3-Year Appointments: The letter should be **signed by the committee chair in Adobe Sign** and emailed to Associate Dean Melinda Wilson Ramey (mwilson@csus.edu) and the A&L ARTP Coordinator
- If you have questions about access, please contact me directly. Questions about content should be directed to your department chair or Associate Dean Melinda Wilson Ramey.

XXX Faculty Currently under Review

- **Paste Link Here, hit enter. When it becomes a live link, right click and choose “Edit Hyperlink”. At the top, change “Text to Display” to the folder name (DEPT-Lecturer Last Name, First Name)**

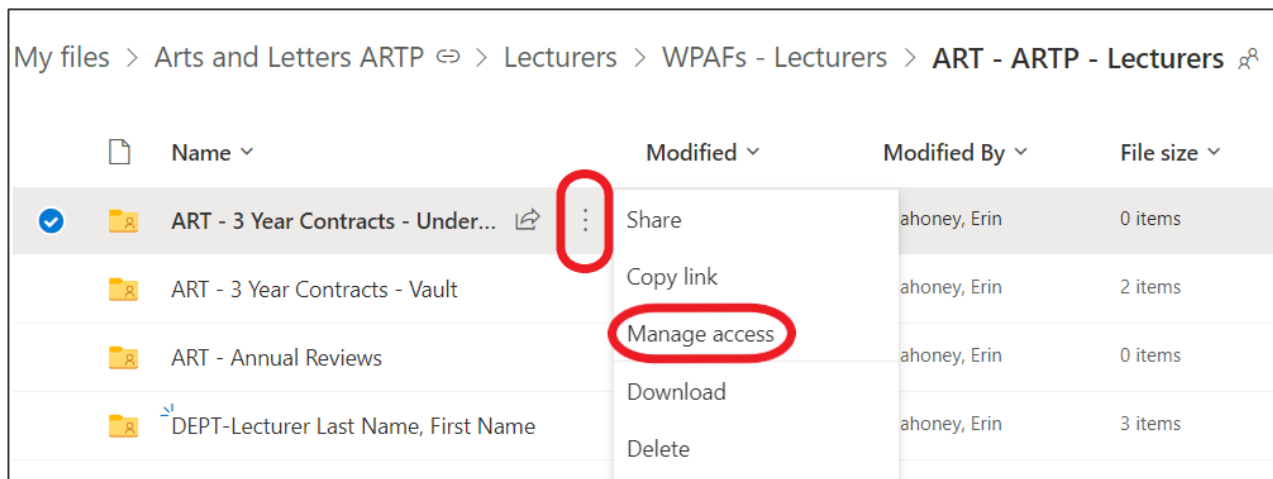
3-Year Appointments only: Please note that the college will distribute primary committee recommendation letters to candidates (with committee chair & department chair CCed) and dean’s letters according to the college’s RTP timeline:

2020-21 REVIEW TIMELINE		
Group	Prim. Letter Distribution	Dean Letter Distribution
3YC - New	4/15/21	5/16/21
3YC - Renewed	4/15/21	5/16/21

[End email template]

SHORTCUT: GRANT RESTRICTED VIEW ACCESS TO ALL WPAFS AT ONCE

43. If all of your WPAFs are ready to move on to the review committee at the same time and the same people are reviewing all files, you can grant reviewers restricted access to your entire folder of WPAFs instead of individual WPAFs one at a time.



Take a step backward from individual WPAFs and return to your **DEPT - ARTP - Lecturers** folder, where you can see your folders for both 3-Year Appointment – Under Review, 3-Year Appointment Vault, and AY Lecturers.

Click the three dots next to the folder you want to share and select “Manage Access”.

Note: As mentioned above, **this is only an option if ALL WPAFs within this folder are fully closed** (Verification of WPAF Contents form signed, received & added to the

attestation folder, and faculty access rescinded). You cannot share WPAFs that have not been closed by their authors.

44. Follow Steps 24 - 34, starting with the Manage Access panel for the entire folder.
45. Now that reviewers have restricted access to all WPAFs up for evaluation, you now must grant them Contributing permission to the WPAF Access Logs. Unfortunately, there is not a shortcut for this, and you must do it for every individual WPAF. Follow Steps 36 - 41 for each WPAF to complete this step.

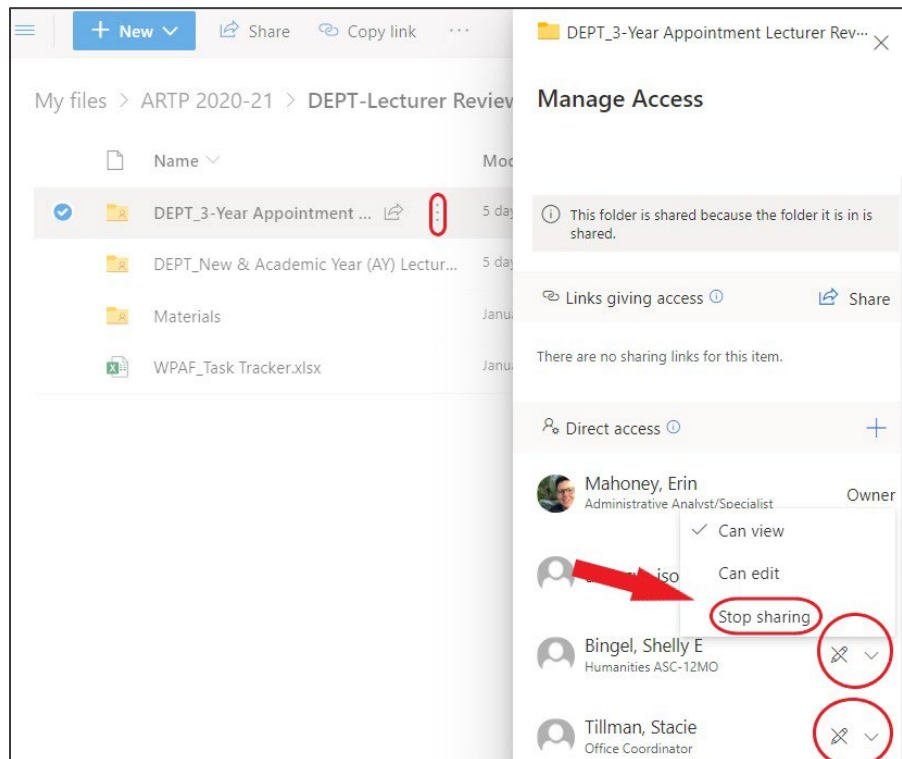
COMPLETING THE PRIMARY REVIEW STAGE

As the primary committee members complete their review of your department's WPAFs, the committee chair must sign the evaluation letter using Adobe Sign or Adobe Acrobat.

For 3-Year Appointment candidates, the committee chair should email these recommendation letters to Associate Dean Melinda Wilson Ramey (mwilson@csus.edu) and the College ARTP Coordinator for distribution by the college, and CC the department chair as a signal that the primary review of this WPAF is complete.

46. At this point, the primary committee's access to the WPAF must be rescinded. Follow steps 22 and 23 for each WPAF as their reviews are completed.

If all reviews are completed on the same timeline, you can apply steps 22 and 23 for the entire **3-Year Contracts – Under Review** folder to rescind access all at once. In the Manage Access panel, click the pencil and select "Stop sharing" by all reviewers at the now complete primary level.



You have now completed your portion of the ARTP process for your department's 3-Year Appointment candidates. The College ARTP Coordinator will handle distributing and uploading all recommendation letters, as well as granting access to the dean for her review.