



COLLEGE OF ARTS & LETTERS

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THE WORKING PERSONNEL ACTION
FILE (WPAF) INSTRUCTION
BOOKLET
FOR REVIEWERS

For Digital WPAF's

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PURPOSE OF THIS GUIDE

This guide is intended to provide information regarding the procedures and deadlines for members of the College Secondary ARTP Committee for tenure-track and tenured faculty who are taking part in the RTP (retention, tenure, promotion) process.

SECONDARY ARTP COMMITTEE COMPOSITION

Current College ARTP Policy Stipulates:

- 4 sub-committees consisting of 5 members each (minimum of 20 members needed)
- No sub-committee can have more than 2 members from the same department
- No member of a departmental ARTP committee can serve on a secondary sub-committee that will evaluate a file from that same department
- Only full professors can serve on the tenure and promotion sub-committees

Note: Each sub-committee should have disciplinary representation from both the Arts & Letters (college preference not policy)

SECONDARY COMMITTEE'S ROLE & RESPONSIBILITIES

From the UARTP Policy:

- *UARTP 9.1(L) All criteria, policies, and procedures shall be consistent with the CBA and University policy.*
- *UARTP 9.8(G) The secondary level ARTP committee shall ensure that each primary level evaluation is the result of the proper application of approved department, college, and university criteria, policies, and procedures.*

The role of the College Secondary ARTP

- *UARTP 9.8(F) The secondary level ARTP committee shall review the Working Personnel Action File of each candidate for promotion and make an evaluation of each candidate which gives due weight to the contents of the Working Personnel Action File, including the recommendation of the primary committee(s) and the appropriate administrator at the primary level.*

Department Policy/Primary Committee provides the context and reviews the disciplinary merit of WPAF.

Things to remember:

- WPAF content is not identical across departments. For example:
 - Some department's Faculty Development Plans may address certain specifics whereas others may not
 - Supporting Documents may fall into more than one category. Some departments may recognize a submission as an achievement or credit in each area provided that the faculty member clearly states how the document/service/activity shows evidence of achievement in each respective category. For example, an item could fall under both scholarly and service:
 - Publishing a book (Scholarly) and giving a book talk at the public library (Community Service).
 - Directing a play (Creative Activity) at a community theatre (Community Service).

DIGITAL WPAF, THE COLLEGE HAS SPECIFICALLY RECOMMENDED:

- WPAFs include materials only for this retention cycle AY 2023-2024. Only faculty members going up for Tenure/Promotion and Post-Tenure Reviews are allowed access to their physical WPAFs to include materials from previous retention cycles.

- If conferences, etc. were canceled due to the pandemic, then acceptance/invitation letters are appropriate documentation of achievement.
- Faculty provide live/accessible hyperlinks in the Index to identify/reference a supporting document where appropriate. Some supporting documents will be online via hyperlink whereas others will be uploaded into respective folders.
- Name uploaded files/supporting documents using this format:
DEPT_LastName,First_Initial_Area_Index#.xxx

ACCESSING DIGITAL WPAFs FOR REVIEW

The day the review period opens, each member of the Secondary Committee will receive the following from the dean's office:

1. the list of faculty WPAFs they are to review;
2. links to those digital WPAFs;
3. the recommendation letter template for your respective committee.

Name
01. Attestation
02. Curriculum Vitae
03. Current ARTP Evaluations
04. ARTP History
05. Faculty Development Plan
06. Index
07.1. Teaching Effectiveness-Student Evaluations
07.2. Teaching Effectiveness-Peer Evaluations of Teaching
07.3. Teaching Effectiveness-Syllabi
07.4. Teaching Effectiveness-Supporting Docs
08. Scholarship and Creative Activities Supporting Documents
09. University Service Supporting Documents
10. Community Service Supporting Documents
11. Access Log & Attestation History
12. OTHER - RENAME IF NEEDED
WPAF Access Log.xlsx

WPAF CONTENTS

- 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 ARTP Evaluations – This includes the written evaluations generated during this review cycle (i.e., reviews from the Primary Committee, Department Chair, Secondary Committee, and the College Dean, as applicable)
- ARTP History – All preceding reviews from all levels, including the faculty member's rebuttals (if any). The faculty member's letter of appointment is included here as the first item.
- Faculty Development Plan – A brief reflective statement providing narrative context to your professional endeavors during the period of review, including a brief projection of professional commitments, projects, and plans.
- Index – A listing/record of accomplishments in each area of evaluation for the current and previous review cycles.
- Teaching Effectiveness – Student Evaluations – Student course evaluations from all courses taught (in the current review cycle)
- Teaching Effectiveness-Peer Evaluations – Evaluations of teaching by colleagues if conducted per

Departmental ARTP policy.

- Teaching Effectiveness-Syllabi – One syllabus/course taught
- Teaching Effectiveness-Supporting Documents
- Scholarly and Creative Activities Supporting Documents
- University Service Supporting Documents
- Community Service Supporting Documents
- Access Log & Attestation History – Access Logs and Verification of WPAF Contents forms from previous digital evaluation processes

If the committee needs to request/obtain materials listed in the Index, the committee chair must send AD Wilson Ramey an email (cc the College ARTP Coordinator) requesting the specific item. The Dean's Office will contact the faculty member, allow them 48 hours to provide the item electronically and upload it to the digital WPAF.

Every time a committee member accesses a WPAF, they must sign that file's WPAF Access Log. When the recommendation letter is complete, the committee chair must sign it and email it to AD Wilson Ramey with the College ARTP Coordinator cc/. The Dean's Office will distribute the letter according to the College ARTP Timeline, and add it to the WPAF upon the conclusion of the candidate's 10-day rebuttal period.

GENERAL ARTP PROCESS INFORMATION

What is included when:

- **PROBATIONARY PERIOD:** For each year of retention review include samples of work and contributions made during the period of evaluation, i.e., the previous academic year.
- **TENURE AND PROMOTION TO ASSOCIATE:** Samples of work and contributions made since the date of initial probationary appointment.
- **PROMOTION TO FULL:** Samples of work and contributions made since the closing of the tenure WPAF.
- **PERIODIC REVIEW OF TENURED FACULTY (FIVE-YEAR POST TENURE REVIEW):** Samples of work and contributions made since the closing of the file for the previous review.

WPAF COMPILATION AND REVIEW PROCESS OVERVIEW

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. Probationary faculty requesting early tenure and promotion must inform the Department's Chair and primary committee in writing at this time.
2. The Department announces to its faculty the deadline for compiling the WPAF's content. It is the responsibility of the candidate, in coordination with their department chair, to compile their digital WPAF.

Once closed, the WPAF cannot be modified. At this point, the faculty member will receive the "Working Personnel Action File Verification and Certification" form via Adobe Sign. The document certifies 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, the candidate must refer to the UARTP document 4.03 (F) for guidelines.

3. After the Primary Committee has conducted their evaluation of the content in the WPAF and completed their deliberation, they email their letters as PDFs to AD Bellon, with Erin Mahoney cc/. Note: the chair of the Primary Committee must sign and date this document 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.

4. 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. Committees do not 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 Wilson Ramey (mwilson@csus.edu) with the College ARTP Coordinator cc/.
5. 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.

6. The college will rescind the primary committee's access to the digital WPAF and grant access to the next level of review.

WHEN ARE REVIEWS CONDUCTED?

Ordinarily, faculty hired as Assistant Professors have a six (6) year probationary period, during which they will be reviewed for retention annually for the subsequent year. Each year during the probationary period, faculty will submit a Working Personnel Action File (WPAF) for review. In the first probationary year, faculty will undergo an informal review with their Department Chair. In each subsequent year, faculty will submit their WPAF during the fall semester for retention review. After receiving tenure and promotion to Associate Professor, faculty will be reviewed in five (5) year cycles (Post-Tenure Review, or PTR). The first of these cycles is the review for promotion to Full Professor.

For faculty hired with credit toward tenure and promotion, the probationary period is shortened accordingly. Those with one (1) year of credit are effectively in their second probationary year. Those who arrive with two (2) years' credits are in their third probationary year. In both of these cases, the first year involves an informal review by the chair.

WHO EVALUATES THE WPAF?

After the first year, the WPAF is evaluated by:

- The Department Primary ARTP Committee
- The Department Chair (if specified in your department's ARTP policy)
- The College of Arts and Letters Secondary ARTP Committee, which is elected by the College faculty
- College Dean

Additionally, the Provost conducts an independent review for faculty in their 4th and 6th probationary years and those up for promotion to full professor.

THE EVALUATION:

Each level of review results in a written evaluation, which becomes a permanent part of the WPAF.

For each written evaluation, the faculty member under review will have ten (10) calendar days to provide an optional written response. This rebuttal will also become a permanent part of the WPAF.

For each review cycle, the highest-level official makes the final decision regarding retention and/or promotion.

PROBATIONARY FACULTY CLASSIFICATION

Ordinarily, the probationary period is six years.

- P-1: This classification designates newly hired probationary faculty members without credit toward tenure. These faculty members will receive an informal periodic evaluation by the Department in the spring semester.
- P-2: This classification designates probationary faculty in their second year. At this level, WPAFs are typically reviewed beginning in the fall. This classification also designates faculty members who were given one (1) year of credit toward tenure at the time of appointment. Faculty members with one (1) year of credit towards tenure will receive an informal periodic evaluation by the Department in the spring semester.
- P-3: This classification designates probationary faculty in their third year. At this level, WPAFs are typically reviewed beginning in the Fall semester. This classification also designates faculty members who were given two (2) years of credit toward tenure at the time of appointment.

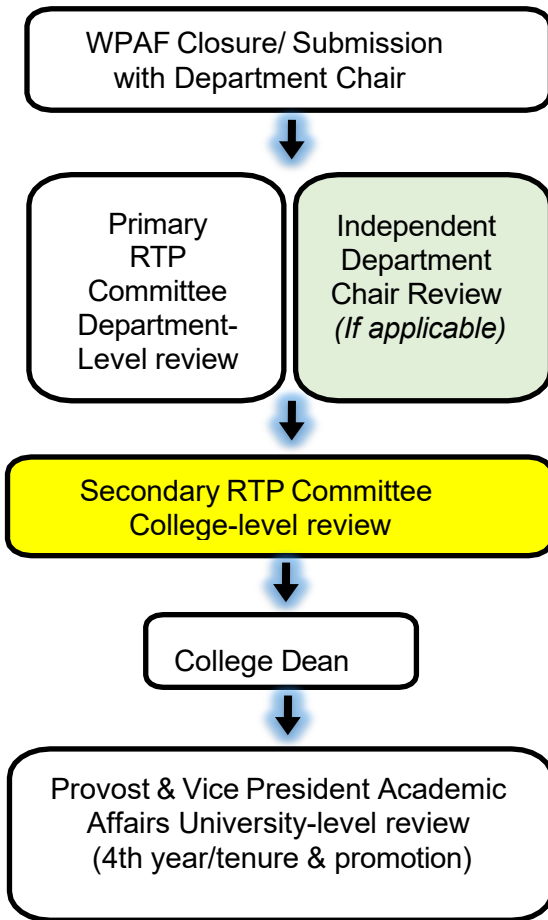
Faculty members with two (2) years of credit towards tenure will receive an informal periodic evaluation by the Department in the spring semester.

- P-4: This classification designates probationary faculty in their fourth year. At this level, WPAFs are typically reviewed beginning in the fall semester. Final decisions for retention at this level rest with the provost.
- P-5: This classification designates probationary faculty in their fifth year. At this level, WPAFs are typically reviewed beginning in the fall semester. Faculty in this classification may request consideration for early tenure and promotion by providing written notice to the Department's primary committee and/or chair according to the RTP calendar of deadlines.
- P-6: This classification designates probationary faculty in their sixth year. At this level, WPAFs are typically reviewed beginning in the fall. Faculty in this classification must be reviewed for tenure and promotion. This marks the final pre-tenure review. Final decisions for tenure and promotion rest with the Provost.

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](#)

WORKFLOW



1. Once the faculty completes the uploads, and the faculty and chair sign the verification, their access is removed and the committee members are granted access. At the point in the review process when the Primary Committee and Department Chair (if applicable) complete their review and submit their recommendation, access to digital WPAF is closed to the former level/committee.
2. The next level of review is then given access to digital WPAF with recommendation(s) and rebuttal statements, if any, from the previous level uploaded to the "Current RTP Evaluations" folder.
3. Process repeats as outlined above.
4. When completing the recommendation letters, the committee chairs should email the recommendation to Melinda Wilson Ramey at mwilson@csus.edu and CC Sharon Hopkins-Bright at hopkins-bright@csus.edu.
5. The dean's office distributes recommendation letters to candidates via email at the conclusion of each review cycle.

COLLEGE OF ARTS & LETTERS TIMELINE FOR 2023-2024 REVIEW CYCLE

P2 & P3* Level Candidates (Subcommittee A)

Secondary Level Access & Review Period		11/13/23 – 12/6/23
Secondary Level Retention recommendation sent to candidates – Date Memo should be dated	Friday	12/8/23
Dean's Retention recommendation sent to candidates	Thursday	2/15/24

P3 & P5 Level Candidates (Subcommittee B)

Secondary Level Access & Review Period		1/2-23/24
Secondary Level Retention recommendation sent to candidates – Date Memo should be dated	Thursday	1/25/24
Dean's Retention recommendation sent to candidates	Wednesday	4/3/24

P4 & P4* Level Candidates (Subcommittee C)

Secondary Level Access & Review Period		11/3-20/23
Secondary Level Retention recommendation sent to candidates – Date Memo should be dated	Wednesday	11/22/23
Dean's Retention recommendation sent to candidates	Friday	1/5/24

Tenure & Promotion Candidates (Subcommittee D)

Secondary Level Access & Review Period		1/2-23/24
Secondary Level Retention recommendation sent to candidates – Date Memo should be dated	Thursday	1/25/24
Dean's Retention recommendation sent to candidates	Wednesday	4/3/24

Range Elevation Candidates (Subcommittee TBD)

Secondary & Chair (if applicable) Level Access & Review Period		3/5/24-4/11/24
Secondary & Chair (if applicable) Level Retention recommendation sent to candidates – Date Memo should be dated	Monday	4/15/24
Dean's Retention recommendation sent to candidates	Monday	5/20/24