



SECONDARY APPOINTMENT, RETENTION,
TENURE, AND PROMOTION (ARTP)
COMMITTEE

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

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Purpose

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

Policy

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/School, College, and University criteria, policies, and procedures.

Secondary RTP Committee Composition

The College of Arts and Letters ARTP Policy defines the composition of the committee.

- No sub-committee can have more than 2 members from the same department
- No member may evaluate a file from that same department
- Only full professors can serve on the tenure and promotion sub-committee(s)

Note: Each sub-committee should have disciplinary representation from both the Arts & Letters, if possible.

Cycle Deadlines

The University provides the provost's deadlines and the schedule according to the Collective Bargaining Agreement (CBA) to the College. The College provides the full calendar of deadlines, which includes the dates the primary and secondary committees, the department chair/director, and the dean must submit their recommendation/final letter for distribution. The College ARTP schedule is posted on the College web page -

<https://www.csus.edu/college/arts-letters/internal/artp-process.html>. The Departments then provide to their faculty the deadline for compiling the WPAF's content.

Review Cycle

WPAFs include materials only for the current retention cycle. A review cycle depends on the faculty candidate's classification (also known as rank):

- Assistant Professors in Probationary Period: Probationary faculty are on tenure track for normally six (6) years. During each year of retention, the faculty candidate includes samples of work and contributions made during the previous academic 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 only. In each subsequent year, faculty will submit their WPAF

- during the fall semester for retention review.
 - Assistant Professors up for Tenure and Promotion will include samples of work and contributions made since the date of initial probationary appointment (which may vary depending upon service credit).
- After receiving tenure and promotion to Associate Professor, faculty will be reviewed in five (5) year cycles (Post-Tenure Review [PTR]). The first of these cycles is the review for promotion to Full Professor. Associate Professors up for Promotion to Full will include samples of work and contributions made since the closing of the tenure WPAF.

Faculty Classification

There are two classifications of faculty that the Committee reviews:

Assistant Professors

Probationary faculty are Assistant Professors with a probationary period that is normally six years.

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/School according to their Department or School's Policy.
- P-2: This classification designates probationary faculty in their second year. At this level, WPAFs are typically reviewed beginning in the fall. This classification may also designate 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/School according to their Department or School's Policy.
- P-3: This classification designates probationary faculty in their third year. At this level, WPAFs are typically reviewed beginning in the Fall. This classification may also designate 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/School according to their Department or School's Policy.
- P-4: This classification designates probationary faculty in their fourth year. At this level, WPAFs are typically reviewed beginning in the fall. This classification may also designate faculty members who were given two (2) years of credit toward tenure at the time of appointment. Final decisions for retention of probationary faculty in their fourth year 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. Faculty in this classification may request consideration for early tenure and promotion by providing written notice to the Department's Primary Committee chair, Department Chair/Director, Dean, and Faculty Affairs.
- 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.

Associate Professors

Once an Assistant Professor is successfully promoted to a tenured position, they are classified as an Associate Professor. An Associate Professor will normally be reviewed in the fifth (5th) year after tenure for promotion to Full Professor, counting from the time they submitted their file for tenure (e.g., if they submitted their tenure file in 2020 and received tenure in 2021, they would be eligible to apply for Full Professor in 2025).

Promotion to Full Professor is not mandatory; the faculty candidate may choose not to be reviewed for Full Professor. Final decisions for Full Professor rest with the Provost.

Who Evaluates the WPAF?

After the first year, the WPAF is evaluated by:

- 1) The Department/School's Primary ARTP Committee
- 2) The Department Chair/Director (if specified in the Department or School's ARTP policy)
- 3) College of Arts and Letters elected Secondary ARTP Committee
- 4) College Dean
- 5) In the 4th and 6th probationary years, the Provost conducts an independent review

Review Process Overview

Faculty Candidate List

The Dean's Office sends a list to the Departments specifying which of their faculty are eligible for review and at which level. Departments will review the list of faculty for accuracy.

Probationary faculty requesting early tenure and promotion must inform the Faculty Affairs and the Department or School's Chair/Director in writing prior to the beginning of the evaluation process with the Primary Committee.

Deadlines

The Department announces to its faculty the department 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.

Attestation

Once closed, the WPAF cannot be modified, except in certain cases, with prior approval. At this point, the faculty member will receive the "Working Personnel Action File Verification and Certification" form via Adobe Sign from either the primary or department chair. The document certifies that the WPAF is complete and ready to close 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.

Primary Committee Evaluation

After the Primary Committee has conducted its evaluation of the content in the WPAF and completed its deliberation, they email the evaluation letters to the Associate Dean (CCing the College ARTP Coordinator). *Note: the committee chair must sign and date this document certifying that the departmental ARTP procedures were followed.*

Chair/Director Evaluation

Where required, the Department or School Chair/Director shall conduct an independent evaluation and produce a separate written document of their conclusions and recommendations. The chair/director shall sign and date this document certifying that the departmental ARTP procedures were followed and email evaluation letters as PDFs to the Associate Dean (cc/ the College ARTP Coordinator). *Note: the chair/director must sign and date this document certifying that the departmental ARTP procedures were followed.*

Notification

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 if they choose to from the Dean's office.

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 the Dean of the College of Arts & Letters and emailed to the Associate Dean for Student and Personnel Success (CC: the College ARTP Coordinator). The College will then rescind the primary committee's access to the digital WPAF and grant access to the next level of review.

Upload Schedule

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

Additional Levels of Review

After the department's primary review, the workflow continues with the Secondary Committee review, Dean's review, and if appropriate, the Provost's review.

Committee Access to Digital WPAFs

The day the review period opens, each member of the appropriate (sub)committee will receive the following from the dean's office:

- The list of faculty WPAFs they are to review
- Links to those digital WPAFs
- The recommendation letter template for your respective committee.

Every time a committee member accesses a WPAF, they must sign that file's Access Log.

Review and Recommendation of the Secondary Committee

The Committee shall review the Working Personnel Action File (WPAF) of each candidate for promotion and make an evaluation of each candidate which gives due weight to the contents of the WPAF, including the recommendation of the primary committee(s) and, if appropriate, the department chair at the primary level.

Disciplinary Differences

The Primary Committee's role is to provide the context and review the disciplinary merit of WPAF contents following the Department/School's ARTP policy. WPAF contents are not identical across program. Examples:

- Some departments' Faculty Development Plans may ask candidates to 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 more than one category, provided that the faculty member clearly states how the document/service/activity shows evidence of achievement in each respective category.

Secondary Subcommittee Evaluations:

Each level of review results in a written evaluation, which becomes a permanent part of the WPAF. When recommendation letters are complete, the subcommittee chair must sign it and email it to the Associate Dean (CCing the College ARTP Coordinator). Letters should be addressed to Dean Gladys M. Francis.

The Dean's Office will distribute the letters according to the College ARTP Timeline and add them to the WPAF upon the conclusion of the candidate's 10-day rebuttal/response period. This rebuttal/rebuttal, if any, 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.

Digital WPAF Contents

- **The Attestation form** is the Candidate's and Chair's verification that at the time the WPAF is finalized, it is complete.
- **The Curriculum Vitae** is a current, complete CV consistent with the discipline's professional standards.
- **The Current ARTP Evaluations folder** includes the written evaluations generated during this review cycle (from the Primary Committee, Department Chair, Secondary Committee, and, if applicable, College Dean, and Provost)
- **The ARTP History** includes all preceding reviews from all levels, the faculty member's rebuttals, and the appointment letter.
- **The Faculty Development Plan** is a brief reflective statement providing narrative context to the professional endeavors during the period of review, including a brief projection of professional commitments, projects, and plans.
- **The Index** is a listing/record of accomplishments in each area of evaluation for the current review cycles. *Note: The Index may identify/reference a supporting document where appropriate. Some supporting documents will be embedded into the index via hyperlink, whereas others will be uploaded into respective folders.*
- **Teaching Effectiveness Folders.** The folders below have limited specific purposes as titled for Teaching Effectiveness in the current review cycle:
 - The Teaching Effectiveness Student Evaluations
 - The Teaching Effectiveness-Peer Evaluations per Departmental ARTP policy if applicable
 - The Teaching Effectiveness-Syllabi
 - The Teaching Effectiveness Supporting Docs folder is for other supporting documents that do not fall into a designated category
- **Supporting Documents.** The folders below have limited specific purposes, as titled for Supporting Documents in the current review cycle:
 - Scholarly and Creative Activities
 - University Service
 - Community Service
- **The Access Log & Attestation History** is for Access Logs and Verification of WPAF Contents forms from previous cycles.

Requesting Access to Additional or Missing Material

If the committee needs to request/obtain materials listed in the Index that are not uploaded, the committee chair must send the Associate Dean an email (CCing the College ARTP Coordinator) requesting the specific item as listed on the index. The Dean's Office will contact the faculty member, allow them 48 hours to provide the item electronically, and upload it once received to the digital WPAF.

Links To ARTP Policies

- The Collective Bargaining Agreement (CBA) for Unit 3 faculty
<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article15.pdf>
- The University Appointment, Retention, Tenure, and Promotion Policy (UARTP)
<https://sacramentostate.policystat.com/policy/11444962/latest>
- The College of Arts and Letters ARTP Policy
<https://www.csus.edu/college/arts-letters/internal/artp-process.html>
- The Department ARTP Policies
<https://www.csus.edu/college/arts-letters/internal/artp-process.html>

2025-2026 Committee Members

NAME	DEPT
Peter Williams	ART
Rachel Clark	ART
Dan Janos	ComS
David Zuckerman	ComS
Kikuko Omori	ComS
Mario Estioko	DSGN
Nigel Poor	DSGN
Angela Clark-Oates	ENGL
Jonas Cope	ENGL
Reiko Komiyama	ENGL
Sheree Meyer	ENGL
Chloe Burke	HIST
Joseph Palermo	HIST
Nikolaos Lazaridis	HIST
Serpil Atamaz Topcu	HIST
Joel DuBois	HRS
Anna Presler	MUSC
Chantal Frankenbach	MUSC
Robin Fisher	MUSC
Russell DiSilvestro	PHIL
Saray Ayala-Lopez	PHIL
Lorelei Bayne	THEA
Brenda Romero	WLL
Kazue Masuyama	WLL