



COLLEGE OF ARTS & LETTERS

THE WORKING PERSONNEL ACTION FILE  
(WPAF) INSTRUCTION BOOKLET  
LECTURERS

2024-2025

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

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 yearly for consideration for subsequent assignments/appointments.
- **For New 3-Year Contract:** For lecturers being evaluated for their first 3-year appointment, teaching effectiveness and related materials are being evaluated for the past 6 Consecutive Academic Years (AY):
  1. Fall 2018 to Spring 2019
  2. Fall 2019 to Spring 2020
  3. Fall 2020 to Spring 2021
  4. Fall 2021 to Spring 2022
  5. Fall 2022 to Spring 2023
  6. Fall 2023
- **For Renewed 3-Year Contract:** For lecturers being evaluated for a subsequent 3-year appointment, teaching effectiveness and related materials are being evaluated:
  1. Fall 2021 to Spring 2022
  2. Fall 2022 to Spring 2023
  3. Fall 2023
- **On Leave:** Temporary faculty eligible for a new or renewed 3-year contract but who are on authorized paid or unpaid leaves during the evaluation period may request an extension.
  - Reappointment will extend through the year of the rescheduled evaluation.
  - Upon satisfactory evaluation the terms of a new/renewed 3-year contract will begin with the original begin date.
  - 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.
- The Dean's Office sends a list to the departments of their faculty eligible for review and the level of review. The Department Chairs and primary committees review the lists for accuracy.
- The Department announces to its faculty the deadline for compiling the WPAF's content.

A&L 3-YEAR APPOINTMENT REVIEW TIMELINE				
Primary/Chair Letter Due to DO	Primary/Chair Letter Distribution	Primary/Chair Rebuttal Period	Dean Letter Distribution	Dean Rebuttal Period
3/4/24	3/6/24	3/7-17/24	5/15/24	5/16-26/24

**Frequency of Evaluation**

- New and AY Lecturers: At least annually.
- Subsequent 3-Year Contract Lecturers: At least once in the 3 years, typically in the final year; may be more frequent per departmental policy or as necessary.

**Purpose of Evaluation**

- To afford the department the opportunity to review and evaluate the candidate's teaching effectiveness.
- To evaluate for future assignments and appointments, and are typically tied to discussions about career paths within the organization.

## **Who Evaluates the Working Personnel Action File (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 Contracts:**
  - Departmental Peer Review Committee and/or 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 satisfactorily in carrying out the duties of his/her position.

## **Entitlement**

- For **renewed 3-year contracts** entitlement is established by the actual teaching assignment (X/30) in the third year of the existing 3-year contract.
- For **new 3-year contracts** entitlement is established by the actual teaching assignment (X/30) in the sixth year for a new 3-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.

## **Annual Departmental Reviews of AY Lecturers:**

- The department determines the schedule for the review and evaluation of AY faculty.
- Departments distribute the evaluations from the review committee and/or department chair to candidates.
- The department is the permanent custodian of temporary lecturers' WPAF/PAF.

## **New/Renewed of Three-Year Contracts Dean's Review**

- The Dean's Office will distribute the evaluations from the department committee and/or chair and college dean.

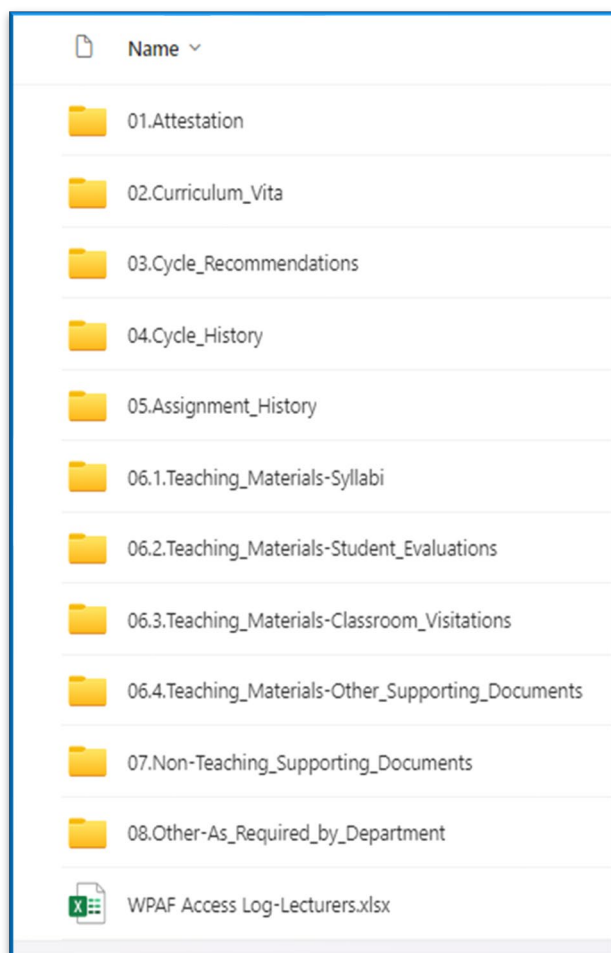
## **Preparing the Working Personnel Action File (WPAF)**

When preparing the WPAF for temporary faculty for review the WPAF will be Assembled, Submitted, and Reviewed Digitally.

## **Lecturer WPAF Organization Folder:**

Folder Contents for Uploading Files, etc. The WPAF is Created at the Beginning of the Review Cycle. There are department uploads and Faculty uploads that make up the WPAF.

## Materials Used in Evaluation



1. **\*Attestation** - form sent via Adobe Sign for candidate and chair to sign at the time the WPAF is finalized for review.
  2. **Curriculum Vitae** – A current complete CV consistent with the discipline's professional standards.
  3. **\*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.
  4. **\*\*Cycle History** – All preceding reviews from all levels, including the faculty member's rebuttals (if any).
  5. **Assignment History** – Use the provided template.
  - 6.1 **Teaching Materials-Syllabi** - One syllabus/course taught
  - 6.2 **\*\*Teaching Materials-Student Evaluations** – Student course evaluations from all courses taught (in the current review cycle)
  - 6.3 **\*\*Teaching Materials-Classroom Visitations** – Evaluations of teaching by colleagues if conducted per Departmental ARTP policies.
  - 6.4 **Teaching Materials-Other Support Materials**
  7. **Non-Teaching Support Materials**
  8. **Other as Required by Department**
- Access Log** – to be signed by all who access the WPAF with every access regardless of purpose.

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

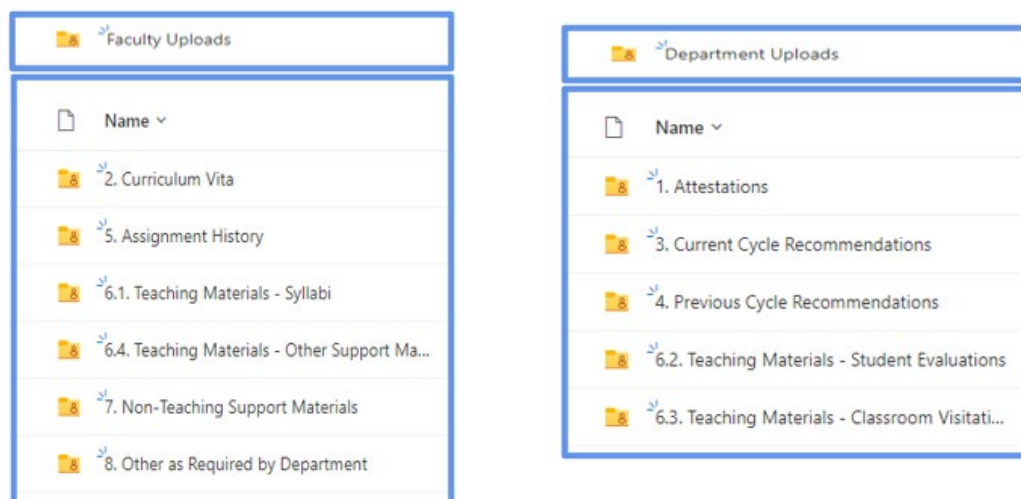
\*\*To be uploaded by the department; you will have read-only access

## Custody and Disclosure Logs:

For each WPAF, there must be the following Attestations:

- **Attestation - Verification of WPAF Contents** – Signifies the “closing” of the WPAF. Your signature on this document confirms the “WPAF is declared complete with respect to documentation of performance for the purpose of evaluation” and in the correct order. The department chair's signature on this document verifies the WPAF is complete and in proper (digital) format. 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 will be considered closed.
- **WPAF Access Log** – To be signed by all who access the WPAF regardless of the purpose.

## Who Uploads What?



1. It is the responsibility of the Lecturer candidate (not the Department Chair or Deans Office) to prepare the following materials for review and upload the materials above to their designated OneDrive folder.
  - 2: Current Curriculum Vitae (*Name of file for digital WPAF: DEPT\_Doe,J\_CV.pdf*)
  - 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
2. The department office will upload:
  - 1: Attestation
  - 3: Current Cycle Recommendations
  - 4: Previous Cycle Recommendations
  - 6.2 Teaching Effectiveness-Student Evaluations. All Student Evaluations conducted during the period under review must be included, except those affected by COVID-19.
  - 6.3 Teaching Materials – Classroom Visitations if conducted per departmental ARTP Policy.

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.**
3. 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. At this juncture, the department office will rescind the Lecturer's access to the digital WPAF and grant access to the next level of review, whether the department chair and/or Primary ARTP Committee.
5. After the Primary Committee has conducted its evaluation of the content in the WPAF and completed deliberations, the recommendation(s) 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 recommendation(s). The chair shall sign and date this document certifying that the departmental ARTP procedures were followed.

Each of these written documents shall be entitled DEPT LastName, FirstName Level of Review 2023-2024 The Dean's Office will supply letter templates.

6. Each faculty member will receive a copy of their Primary Committee / Department Chair recommendation(s), per department policy, 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 / Department Chair does not send the evaluation to the faculty member directly; 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) and cc/ to Sharon Hopkins-Bright (hopkins-bright@csus.edu).

### **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/response to the content of the review. The ten (10) calendar day period begins from the time of receipt of the recommendation/evaluation document. 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 WPAF and also be sent to all previous levels of review. This section shall not require the evaluation timelines be extended.

After the ten calendar (10) days have expired, the Department and Chair evaluations are uploaded to the "Current ARTP Evaluations" digital file by the Dean's Office.

### **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.

## 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](#)



## Attachment 1: Working Personnel Action File Verification



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### WORKING PERSONNEL ACTION FILE VERIFICATION AND CERTIFICATION 2023-2024 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 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

Date

.....

Department Chair signature certifying WPAF file format compliance:

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

\_\_\_\_\_  
Date

## Flowchart 1: Review Flowchart

