

ECS Working Personnel Action File (WPAF) Access List

Edit Access = ability to upload and download documents to and from the WPAF.

View Access = ability to view folders and documents only.

Faculty Access & Responsibilities – Access to Faculty WPAF's will be provided in May for the next RTP Cycle which starts in Fall. Faculty will have **EDIT** access to the entire WPAF **until File Closure Date**. ECS uses the same WPAF folder template for all levels of review. See Appendix A. for folder template.

- ___ Upload all documents to WPAF. Do not change folder titles or edit template layout.
- ___ To ensure files open for review, please keep file names as short as possible.
- ___ Review WPAF folders and files for completeness with Department Chair before file closure.
- ___ When file is complete, sign and date Content Verification form in the Attestation folder.

Note: Once the file is closed, documents to be reviewed cannot be uploaded to the WPAF without permission. A request to include omitted documents for review must be sent to the University Peer Review Committee. See Appendix B. for procedures.

Department Chair Access & Responsibilities – Chairs have **VIEW** access to the entire WPAF until the Primary Committee review period ends. **Before File Closure Date**, please complete the following items.

- ___ Review WPAF with Faculty for completeness.
- ___ Make sure the Content Verification form has been signed and dated.
- ___ Make sure the Dept. ASC has completed the Retention and/or Promotion Summary Forms and that they have been uploaded to the Current Evals. folder.
- ___ Make sure the Dept. ASC has uploaded the Student Evaluations to the Student Evals folder.

Department ASC Access & Responsibilities - ASC's have **EDIT** access to the Current Evals. and Student Evals. folders **until File Closure Date**.

- ___ ASC's download the Retention and/or Promotion forms from the Current Evals. folder, completes the forms and uploads them back into the Current Evals. folder.
- ___ ASC's upload the Student Evaluations to the Student Evals. folder.
- ___ Assist Primary Committee with recommendation letters if needed. Emails recommendation letters and Retention and/or Promotion Summary Forms to Faculty.

Note: Each Department has different procedures for assisting the Primary Committee and letter distribution. Please follow your Department's procedures.

Dean's Office Resource Analyst Access & Responsibilities - Analyst has **EDIT** access to all ECS WPAF's. Provides and removes file access at all levels of review and can upload and download documents on a limited basis.

- ___ Prepares ECS RTP dates for the College in April for next year's review cycle using dates provided by the Provost. RTP Dates are shared with the Dean, current Personnel Board Chair & Department Chairs. Edits are made if needed. The final approved copy is shared with the College Faculty by the end of the Spring Semester.
- ___ File access provided to all Faculty going through the RTP process once ECS RTP dates are distributed to the College.
- ___ On File Closure Date double checks the WPAF to make sure the Content Verification form is signed, the Retention and/or Promotion Summary Forms are completed, and the Student Evaluations have been uploaded.
- ___ Provides and removes file access for the Faculty, Primary Committee, Personnel Board, Dean, and Provost.
- ___ Prepares Retention and/or Promotion Summary Forms for signatures of the Personnel Board and Dean, sends them through Adobe Sign for signature.
- ___ Assists Personnel Board Chair and Dean with recommendation letters as needed.
- ___ Emails Personnel Board and Dean's recommendation letters to Faculty along with the Retention and/or Promotion Summary Forms.
- ___ Receives and uploads any rebuttal letters to the WPAF.
- ___ Uploads documents as directed by the University Peer Review Committee.
- ___ Sends OFA the Dean's letters of recommendation.
- ___ Provides OFA with access to the WPAF's for P4*, P4, P6 and promotion reviews.

Primary Committee Chair Responsibilities – Primary Committee Chairs have **EDIT** access to the Attestation and Current Evals. folders in each Faculty's WPAF **until Recommendation Letters are due to the Faculty.**

- ___ Downloads the access log from the Faculty's Attestation Folder. Verifies the log has been signed and dated by the Committee. Uploads log to the Faculty's Attestation Folder before recommendation letters are sent to Faculty.
- ___ Downloads the Retention and/or Promotion Summary Forms from the Faculty's Current Evals. folder. Signs the forms and verifies the Committee has signed and dated the forms before it is sent to the Faculty.
- ___ Uploads the recommendation letter to the Faculty's Current Evals. folder.
- ___ Makes sure the recommendation letter and signed Retention and/or Promotion Summary Forms are emailed to Faculty by the deadline, with the ECS Resource Analyst copied. (Either the Primary Committee Chair or Dept. ASC sends out the letters and forms depending on Department procedures). Once Faculty has signed the form, uploads completed forms to the Current Evals. folder so it's ready for the Personnel Board's review.

Personnel Board Chair Responsibilities – At the end of the rebuttal period, Personnel Board Chair is provided **EDIT** access to the Attestation and Current Evals. folders in each Faculty's WPAF **until Recommendation Letters are due to Faculty.**

- ___ Verifies the access log has been signed and dated by the Committee.
- ___ Works with Dean's Office Resource Analyst to make sure Personnel Board signs the Retention and/or Promotion Summary Forms.
- ___ Works with Personnel Board to prepare recommendation letters, puts letter on ECS letterhead and signs letter.
- ___ Makes sure the recommendation letters and Retention and/or Promotion Summary Forms are ready for Analyst to send to the Faculty by the deadline.
- ___ At the end of the RTP cycle, reviews RTP dates for next academic year and works with Department Chairs and ECS Dean to finalize ECS College RTP dates.

Dean's Responsibilities – At the end of the rebuttal period, the Dean has **VIEW** access to the entire WPAF **until Recommendation Letters are due to Faculty.**

- ___ Works with Dean's Office Analyst to make sure Retention and/or Promotion Summary Forms are signed.
- ___ Prepares recommendation letters, puts letter on ECS letterhead and signs letter.
- ___ Makes sure the recommendation letters and Retention and/or Promotion Summary Forms are ready for Analyst to send to the Faculty by the deadline.
- ___ At the end of the RTP cycle, reviews RTP dates for next academic year and shares them with ECS Personnel Board Chair and ECS Dept. Chairs.

APPENDIX A.

ECS WPAF Folder Template Information

The College of ECS uses the same folder template for presenting materials in the Working Personnel Action Folders (WPAF) for all levels of review. The overall goal is a WPAF layout that is standard for all ECS Departments, making reviews easy to follow and including all information needed to make a fair evaluation. Please work with your Department Chair regarding file submissions and documents needed before File Closure Date.

Also, please keep file names very short. In Windows 11 the default maximum length for a file path, including the drive letter, folder names, and file name, is 250 characters. This limit applies to the full path, not just the filename itself. Files will not be able to be viewed if they are too long.

ECS Folder set up. Please do not rename or move these folders.

- **Faculty's Folder** – labeled last name, first initial.
- **Attestation**
 - Access Log
 - Content Verification Form
- **Current Evals**
 - Recommendation Letters are uploaded here – (Primary Committee, Personnel Board, Dean, and Provost (for P4 & P6 reviews))
 - If submitted, rebuttals are uploaded here.
- **Current Evals Forms**
 - Retention and Promotion forms are uploaded here. These forms are signed by every ECS level of review and the Faculty
- **CV**
- **Index**
- **Original Appointment Letter**
- **Other – Rename if needed**
- **Personal Statement**
- **Previous Evals**
- **Student Evals of Teaching**
- **Supporting Documents**
 - 1. Teaching Effectiveness
 - 2. Scholarship & Creative Activities
 - 3. Service to Campus, College & Dept.
 - 4. Service to Community

Appendix B.

RTP – WPAF Missing Documents

Procedures for inserting documents AFTER file closure.

FACULTY OMISSIONS

If Faculty miss inserting items before file closure date, a request to insert documents in the Working Personnel File (WPAF) would need to go through the campus Peer Review Committee (PRC) process.

***CBA 15.12 b.** A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy, at which time the Working Personnel Action File (WPAF) is declared complete with respect to documentation of performance for the purpose of evaluation. **Insertion of material after the date of this declaration other than faculty and administrative evaluations generated during the evaluation cycle and responses or rebuttals by the faculty unit employee being evaluated must have the approval of a Peer Review Committee (PRC) designated by the campus and shall be limited to items that became accessible after this declaration.** Copies of the added material shall be provided to the faculty unit employee. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent levels of review. If, during the review process, the absence of required evaluation documents is discovered, the Working Personnel Action File shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner.*

Procedure – Faculty would send an email to the Dean requesting that the WPAF be re-opened for items to be added, specify the items, and include them as attachments. The Dean would then send an email to Jackie Kernan jkernen@csus.edu and copy Phillip Booth sac20349@csus.edu in Office of Faculty Advancement (OFA) who work on PRC requests. They will move the items through the PRC process.

Note - The submitted request does not stop the review process until such time as a response is received. Whatever level the review is currently at needs to continue moving forward in a timely manner and according to the college RTP calendar.

DEPARTMENT OMISSIONS

If Student Evaluation of Teaching (SET's) or letters of recommendation were not added due to Dept. Admin. error, a request must be submitted to the Peer Review Committee (PRC) committee to add the missing materials. The request must come from the Department Chair.

Procedure –

The Department Chair sends Kevan an email requesting that the WPAF be re-opened for items to be added. In your email be sure specify the items to be inserted, include them as attachments, and the reason why items were not inserted prior to file closure.

Kevan will then need to send an email (one for each faculty if multiple requests are necessary) with the request (including all attachments) to the Office of Faculty Advancement (OFA) at facultyaffairs@csus.edu. Kevan should also copy Jackie Kernan jkernen@csus.edu and Phillip Booth sac20349@csus.edu in OFA who also work on PRC requests.

Note - The submitted request does not stop the review process until such time as a response is received. Whatever level the review is currently at needs to continue moving forward in a timely manner and according to the college RTP calendar.

ALLOWABLE SUBMISSIONS – after file closure

Letters of recommendation, rebuttals, and retention and promotion forms are documents generated during the current evaluation cycle should be placed in the WPAF according to your college business process. These are not items that would go to the PRC, as it falls within the permissible materials to be added according to the CBA/UARTP.

The [Unit 3 CBA, Article 15.12.b](#) indicates that insertion of material after the date of the declaration **other than faculty and administrative evaluations generated during the evaluation cycle and responses or rebuttals by the faculty** has to be reviewed by the PRC.

Procedure – email documents to ECS Resource Analyst to be uploaded to WPAF.