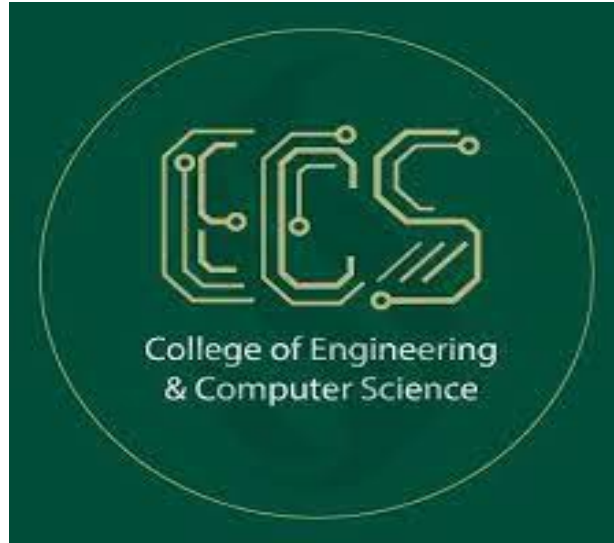




The College of Engineering and Computer Science

Working Personnel Action File (WPAF) Guidance Booklet for Tenure Track Faculty

August 20, 2026

Disclaimer: This guidance supports the CSU Unit 3 Collective Bargaining Agreement (CBA) and is a non-binding guidance document.

Purpose

This guide is intended to provide information to tenure-track faculty taking part in the Appointment, Retention, Tenure, and Promotion (ARTP) process.

When Will You Be Reviewed

Ordinarily, faculty hired as Assistant Professors have a six (6) year probationary period, during which they will be reviewed annually for the subsequent year. Each year during the probationary period, faculty will submit documentation for consideration to a Working Personnel Action File (WPAF). In the first probationary year, faculty will undergo an informal review according to their Department/College Policy. In each subsequent year, faculty will submit documentation as determined by the College, normally in the Fall, for retention review.

Probationary Faculty Classifications

Ordinarily, the probationary period is six years.

- P1: This classification designates newly hired probationary faculty members without credit toward tenure. These faculty members will receive an informal periodic evaluation by the Department/College according to their Department/College's Policy.
- P2: 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 according to their Department's Policy.
- P3: 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 according to their Department's Policy.
- P4: 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.

- P5: 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, Dean, and Faculty Affairs.
- P6: 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 year marks the final pre-tenure review. Final decisions for tenure and promotion rest with the Provost.

Who Evaluates The WPAF?

After the first year, the WPAF is evaluated by:

1. Your Department's Primary ARTP Committee
2. Your Department Chair (if specified in your Department's ARTP policy)
3. The College elected Secondary ARTP Committee ("Personnel Board")
4. The College Dean
5. In the 4th and 6th probationary years, the Provost conducts an independent review

Digital WPAF

Since the 2020-2021 review cycle, WPAFs are assembled, submitted, and reviewed digitally. For the College of Engineering & Computer Science, the WPAF will be accessible via OneDrive. The WPAFs are created at the beginning of the review cycle by the Office of the Dean. You should also keep an identical copy of your WPAF for your records. You may need to refer to them throughout the review cycle, or when you are preparing for your promotion to Full Professor.

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 Department Chair and Primary Committee Chair in writing before the Primary Committee review process begins. The Chair will notify the Dean's Office, who will forward the request to the Office of Faculty Affairs (OFA).

Faculty on Leave

Faculty on non-protected leave must prepare their WPAF accordingly.

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.

Cycle Deadlines

The University provides the Provost's deadlines and the schedule to the College, which follows the Collective Bargaining Agreement (CBA). The College provides the full calendar of deadlines, which include the file closure dates and the dates the Primary Committee, Secondary Committee (Personnel Board), Dean and Provost must submit their recommendation/final letter for distribution.

The College ARTP schedule is posted on the college web page:

<https://www.csus.edu/college/...../internal/artp-process.html>

The Department Chair works with their faculty to review the WPAF contents for completeness before file closure date.

Extensions of the Probationary Period

Per the CBA probationary faculty have the right to request extensions of the probationary period for reasons such as leave of absence for pregnancy, birth, adoption, personal leave without pay, professional leave of absence without pay, Workers' Compensation, Disability Leave, and paid sick leave.

Requests for extension of the probationary period must be made "no later than the first day of the leave of absence" for leaves of one or more academic years, and no later than "Thirty (30) days prior to the beginning of the academic term in which they are scheduled to return to work" following absences of less than one (1) academic year.

Faculty must complete the [Request for Extension of the Probationary Period form](#), which is signed by the Department Chair, Dean, and is forwarded to Faculty Affairs for review and approval by the Provost.

ECS Folder Template

When you receive access to your WPAF, you will see the folders shown below. Please do not re-name these folders or move them in any way. This is the standard ECS folder template

provided to all faculty to ensure consistency throughout the College review process.

Attestation	✓
Current Evals	✓
Current Evals Forms	☁
CV	✓
Index	✓
Original Appointment Letter	☁
Other - Rename if needed	✓
Personal Statement	✓
Previous Evals	✓
Student Evals of Teaching	✓
Supporting Docs	✓

1. Teaching Effectiveness	✓
2. Scholarship & Creative Activities	✓
3. Service to Campus, College & Dept	✓
4. Service to Community	✓

WPAF Uploads

1. Faculty/Candidate Uploads

It is the responsibility of the Faculty/Candidate to prepare materials for review. Each document must include your name and your Department, and comply with the naming conventions from Academic Affairs (i.e., short, concise, and without breaks. See Appendix.) Candidates must prepare the following materials:

a) CV Folder

A complete and current CV consistent with your discipline's professional standards. *It is strongly recommended that faculty/candidates use the standard Faculty CV template available on the [internal college website](#).*

b) Personal Statement Folder

A Faculty/Candidate's Personal Statement is a concise narrative, summary, or

reflective statement of your accomplishments and a plan of action for each area of review. This plan should result from consultation with your Department Chair per the Departmental ARTP Policy. For annual review cycles, the Personal Statement should be approximately three (3) pages, unless otherwise specified in your Department's ARTP policy.

The College recommends that the Personal Statement begin with a one-page reflection on your teaching philosophy and teaching experience from the previous review cycle, but defer to Departmental ARTP requirements for guidance. Additionally, the statement should review and outline a professional plan of action for each area of evaluation.

The Personal Statement is neither a formal agreement nor a contract. Rather, it is a set of academic goals and objectives that you intend to pursue in meeting your professional responsibilities, consistent with your Department's performance expectations. It should be understood that meeting the goals and expectations set in the Personal Statement does not guarantee retention, tenure, or promotion.

c) Index Folder

The Index is an itemized listing of all the achievements you wish to bring to the reviewers' attention. It is subdivided into four parts, by each area of review (Teaching, Research, Institutional Service, Community Service), and each part is subdivided by review cycle. Every year during the probationary period and during promotion reviews, you will add to the Indices. The most recent entries in each index are to be listed first. Asterisks are used to denote which materials are included in the WPAF Supporting Documents for review.

- i) **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.
- ii) **TENURE AND PROMOTION TO ASSOCIATE:** Samples of work and contributions made since the date of initial probationary appointment, i.e., the previous review cycles.
- iii) **PROMOTION TO FULL:** Samples of work and contributions made in the past five (5) years or last review cycles.
- iv) **PERIODIC REVIEW OF TENURED FACULTY (FIVE-YEAR POST-TENURE REVIEW):** Samples of work and contributions made in the past five (5) years or last review.

d) Supporting Docs Folder

Supporting documents exemplify achievements in each area of review and should be noted by an asterisk in the appropriate Index. Supporting documents should be titled and numbered in the order of asterisks in the respective Index.

While it is your right to include any material that you believe demonstrates professional achievement, be mindful of the difference between proving work was done and demonstrating the quality/contribution of the work with well-chosen evidence. Include material that most effectively conveys the nature and value of your work.

You are not required to include every item in the Index as a supporting document. However, any materials referenced but not included in the Index must be provided within 48 hours, if requested by a Committee/Reviewer at any point in the review cycle.

The digital WPAF should have files uploaded into the respective evaluation area's supporting documents folder. The University and College recommend uploading files as pdfs; however, files can also be in other formats (jpeg, mp4, etc.) as needed/appropriate.

To avoid technical difficulties, ensure that materials are shared in formats accessible to reviewers without specialized software. If they can't open it, they can't review/consider it. It is recommended to limit a pdf document to no more than 30 pages. For each index, the candidate should asterisk those entries for which supporting material is submitted. There should be an index for:

- i) Achievements relating to Teaching Effectiveness (Examples: Sample assignments; letters of support from students, letters of support from colleagues, etc.). Additional pages should be labeled Teaching Effectiveness, Page 2, etc.
- ii) Activities relating to Scholarly and Creative Achievements (Examples: published books, papers, and chapters; conference presentations; exhibitions; showings; performances; concerts, etc.). Additional pages should be labeled Scholarly & Creative Achievements, Page 2, etc.
- iii) Achievements relating to Department/College/University (D/C/U) Service (Examples: committee membership, special assignments, program review, student organization advising, etc.). Additional pages should be labeled D/C/U Service, Page 2, etc.

- iv) Activities relating to Community Service (Examples: voluntary professional offices, volunteering, participation in national, state, or local agencies/organizations, mass media interviews or contributions, public honors/awards, etc.). Additional pages should be labeled Community Service, Page 2, etc.
- v) Other: Other materials you would like to include to demonstrate professional achievement.

IMPORTANT: The Index becomes a permanent part of the WPAF. Previously submitted Indices should not be edited, with the exception of asterisks. For each review cycle during the probationary period, remove asterisks in the Index that reference supporting documents from previous review cycles. Include new asterisks for the current review cycle. For promotion years (P6—Assistant to Associate), include materials from across the previous five academic cycles and include asterisks accordingly.

- e) Teaching Effectiveness – Syllabi
 - i) Include each course that is taught in the current review cycle for Fall/Spring.
 - ii) Make them separate/individual PDF files.

2. Department Uploads

The Department will upload Student Course Evaluations and Peer Evaluations if conducted per Departmental ARTP Policy.

a) Student Evals of Teaching Folder

- 1) Student course evaluations, formally known as Student Evaluations of Teaching or SETs, from all courses taught (in the current review cycle)
- 2) All SETs conducted during the period under review must be included (with the exception of those conducted for summer or intersession courses, which are optional)
- 3) If the upcoming evaluation is for purposes of retention, tenure, or first promotion, then all SETs gathered since the initial appointment to probationary status must be submitted.
- 4) If the upcoming evaluation is for a subsequent promotion, then all SETs gathered since the last promotion must be submitted.
- 5) SETs must be filed in chronological order, with the most recent semester first.

b) Teaching Effectiveness Peer Evaluations – Evaluations of teaching by colleagues if conducted per Departmental ARTP policies

c) Verification Form

Once the WPAF is completely assembled and ready to be closed and submitted electronically for the next level of review, the candidate signs the Verification of Contents form, which can be found in the WPAF Attestation folder. Once closed, the WPAF cannot be modified. At this point, the faculty member has signed the Verification form certifying that the WPAF is complete and ready to be submitted to the Primary Committee (and, if appropriate, the Department Chair / Director) for review. Should the need arise to re-open the WPAF, please refer to the UARTP for guidelines. Access will only be provided by the College after approval from the University Peer Review Committee. See Appendix A. RTP WPAF Missing Documents procedures for full details on how to request the file be re-opened.

3. College Uploads

a) Evaluation/Recommendation

Each level of review results in a written evaluation, which becomes a permanent part of the WPAF. For each review cycle, the highest-level official makes the final decision regarding retention and/or promotion.

The folder named Current Evals is empty at the beginning of the cycle. All written evaluations and any faculty response/rebuttal (if any) to evaluations generated during a review cycle will be uploaded at the completion of each level of review. The Previous Evals folder will contain all preceding reviews from all levels, including the faculty member's rebuttals (if any). The faculty member's letter of appointment is uploaded to the Original Appointment Letter folder.

- i) After the Primary Committee has conducted its evaluation of the content in the WPAF and completed its deliberation, its conclusions and recommendations shall be submitted as a written document. The chair of the Primary Committee must sign and date the document certifying that the departmental ARTP procedures were followed.
- ii) At the Department level, independent reviews by the Primary Committee and the Department Chair may be conducted simultaneously.
- iii) Where required, the Department Chair, Dean, or Provost (as applicable) shall conduct an independent evaluation and produce a separate written document of their conclusions and recommendations. They shall sign and date their respective document certifying that the departmental ARTP procedures were followed.

b) Response/Rebuttal

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

Each candidate will receive a copy of each recommendation written via email from the Primary Committee, or the Dean's Office with a notice that the candidate has ten (10) calendar days to submit a response/rebuttal statement, which will be added to the WPAF by the Dean's Office. The ten (10) calendar day period begins from the date the email containing the recommendation was sent. Please note, for review in Years 1, 2, 3, 5, the Dean's decision is final, and rebuttals will not be accepted. In Years 4, 6, and Promotion to Full Professor, the Provost's decision is final, and rebuttals will not be accepted. See [UARTP](#).

Access

The College grants initial access to the Faculty/Candidate being reviewed, typically in May. Before the File Closure Date, the Department Chair and the candidate review the WPAF for completeness. The candidate will sign the verification of content form, signifying the WPAF is complete. The College will close the WPAF by rescinding access and providing access to the Primary Committee members. After each level of review, the Dean's office will rescind and grant access to the digital WPAF as appropriate to the next level of reviewers.

Review Workflow

For each phase of review (e.g., Primary Committee Review, Secondary Committee Review, Dean Evaluation, etc.), you will receive a copy of the letter from the Primary Department or the Office of the Dean. You will have ten (10) calendar days to respond/rebut, before the next level of review commences.

Responses/rebuttals should be addressed to the committee to which you are responding, copying the Dean's Office Staff at ecs-rtp@csus.edu.

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 Engineering & Computer Science ARTP Policy
<https://www.csus.edu/college/...../internal/artp-process.html>.

Appendix

1. Naming Documents in the WPAF

Item	Naming	Example
CV	Last Name, First Initial_Dept._CV.pdf	CE_Doe,J_CV.pdf
Faculty Development Plan	Last Name, First Initial_Dept._FacDevPlan.pdf	CM_Doe,J_FacDevPlan.pdf
Index	Last Name, First Initial_Dept._Index.pdf	CS_Doe,J_Index.pdf
Supporting Documents	Last Name, First Initial_Dept.__Area Index#.xxx	ME_Doe,J_Index1A.pdf ME_Doe,J_UnivServIndex2.pdf ME_Doe,J_ComSrvIndex3.pdf

Keep files names short and concise with no breaks.

Index Sample For Faculty In 2nd Year of Appointment

This index sample is for an instructor who began teaching at Sacramento State in Fall 2024. The material for 2024-2025 provides the basis for the 2025-2026 retention review.

* Review for general formatting guidance, rather than content, length, or style.

Professor Herky M. Hornet, Department of Hornet Studies

Include name and department on all documents

TEACHING EFFECTIVENESS, Page 1

2025-2026 Retention Cycle (Includes material from Fall 2024 and Spring 2025.)

1. Courses taught during period being evaluated: Subject 1A, 50, 100A, 249
2. * Assignment for Subject 100A
3. * Student comments on field trip in Subject 100A (must be signed)

Subsequent pages to be marked

TEACHING EFFECTIVENESS, Page 2, etc.

Index Sample for Faculty Starting Year 3

This index sample is for an instructor who began teaching at Sacramento State in 2023-2024. This instructor has completed two years of their appointment and is starting the third. These two years provide the content for the period of review.

* Review for general formatting guidance, rather than content, length, or style.

Professor Herky M. Hornet, Department of Hornet Studies

TEACHING EFFECTIVENESS, Page 1

2025-26 Retention Cycle (Includes material from Fall 2024 and Spring 2025)

1. Courses taught during period being evaluated (Fall 2024/Spring 2025/Summer 2025):
Subject 3B, 65, 135, 206
2. * Sample assignment developed for Subject 3B
3. * Letter of support from alumni from Spring 2025

2024-25 Retention Cycle (Includes material from Fall 2023 and Spring 2024)

4. Courses taught during period being evaluated (Fall 2023/Spring 2024/Summer 2024):
Subject 7A, 50, 150, 222
5. Sample Lab exercise developed for Subject 7A
6. Note from student in Subject 222

Subsequent pages to be marked

TEACHING EFFECTIVENESS, Page 2, etc.

Remove asterisks
from previous review
cycles, but do not
change the
information listed.

There should be separate indices, modeled on the example above, for each area of evaluation: Teaching Effectiveness, Scholarly and Creative Achievements, Contributions to Department/College/University, and Contributions to the Community

Index Sample for Faculty Starting Year 4

This index sample is for an instructor who began teaching at Sacramento State in 2022-2023. This instructor has completed three years of their appointment and is starting the fourth. These three years provide the content for the period of review. For P-4 faculty, the Provost provides a review and the final decision on retention.

* Review for general formatting guidance, rather than content, length, or style.

Professor Herky M. Hornet, Department of Hornet Studies

TEACHING EFFECTIVENESS, Page 1

2025-26 Retention Cycle (Includes material from Fall 2024 and Spring 2025)

1. Courses taught during period being evaluated (Fall 2024/Spring 2025/Summer 2025):
Subject 3B, 65, 135, 206
2. * Sample assignment developed for Subject 3B
3. * Letter of support from alumni from Spring 2025

Include asterisks
only for current
review cycle.

2024-25 Retention Cycle (Includes material from Fall 2023 and Spring 2024)

4. Courses taught during period being evaluated (Fall 2023/Spring 2024/Summer 2024):
Subject 7A, 50, 150, 222
5. Sample exercise developed for Subject 7A
6. Note from student in Subject 222

2023-24 Retention Cycle (Includes material from Fall 2022 and Spring 2023)

7. Courses taught during period being evaluated (Fall 2022/Spring 2023/Summer 2023):
Subject 3B, 65, 135, 206
8. Sample project developed for Subject 135
9. Certificate of Completion from Center for Teaching & Learning Faculty Learning
Community

Subsequent pages to be marked

TEACHING EFFECTIVENESS, Page 2, etc.

There should be a separate index, modeled on the example above, for each area of evaluation: Teaching Effectiveness, Scholarly and Creative Achievements, Contributions to Department/College/University, and Contributions to the Community

Appendix A.

RTP – WPAF Missing Documents

Procedures for inserting documents AFTER file closure.

FACULTY OMISSIONS

If Faculty/Candidates 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 the Office of Faculty Affairs (OFA) which processes 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 Evaluations of Teaching (SETs) or were not added due to a department administrative 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 an email to the Dean requesting that the WPAF be re-opened for items to be added. The Department Chair's email should specify the

items to be inserted, include them as attachments, and the reason why items were not inserted prior to file closure. The Dean will send an email (one for each faculty, if multiple requests are necessary) with the request (including all attachments) to the Office of Faculty Affairs (OFA) at facultyaffairs@csus.edu for processing.

Note: The submitted request does not stop or pause 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 [Article 15.12.b](#) of the Unit 3 CBA 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* must reviewed by the PRC.

Procedure – Email documents to the Dean's Office Staff at ecs-rtp@csus.edu to be uploaded to the WPAF.