

CANDIDATE CHECKLIST FOR THE

WORKING PERSONNEL ACTION FILE (WPAF)

CANDIDATES ARE RESPONSIBLE FOR UPLOADING THE FOLLOWING REQUIRED DOCUMENTS INTO INTERFOLIO:

- Curriculum Vitae
 - Highlight items that are new since last review
- Department RTP Criteria
 - Can be found on [Faculty Affairs RTP website](#)
- Self-Assessment
 - 2 pages for Periodic Review
 - 7 pages for Performance Review
- Peer Observation
 - 1 for Periodic Review
 - 2 for Performance Review (1 must be completed by a tenured faculty member)
- Supporting Materials and Index of Materials
 - Documents that support a record of growth and contribution in the areas of teaching, scholarship, professional development and service
 - Note that the Index of Materials will be included in your permanent PAF per the CBA
- Student Ratings (ROSEs) for a minimum of two classes
- ROSE Summary Table (for tenure and/or promotion only)
 - Can be found on [Faculty Affairs RTP website](#)
 - Required for Tenure: Include data during entire probationary period
 - Required for Promotion to Associate Professor: Include data since initial date of employment
 - Required for Promotion to Full: Include data since last promotion

OTHER REQUIRED ITEMS THAT ARE ALREADY IN INTERFOLIO FOR ACCESS BY REVIEWERS

- All previous ROSEs
- All previous reappointment letters from President
- All prior RTP evaluation documents & the recommendation letters from each level

SUPPORTING MATERIALS, examples

- Preprints or reprints of publications
- Conference abstracts and/or papers
- Photos of performances or creative projects
- Commendation letters from students or committee chairs

- Selected letters of recommendation
- Printouts of candidates' web pages
- Newspaper articles about or quoting the candidate
- Syllabi, assignments, exams, and other class materials

COMMITTEE CHECKLIST FOR THE WORKING PERSONNEL ACTION FILE (WPAF)

- RTP Committee Document: Evaluation and Recommendation
Brief Review document (not to exceed 2 pages)
 - What are the candidate's strengths? Explain.
 - Does the RTP committee have any concerns or see any areas for growth in the candidate's performance? Explain, especially as related to the department criteria.
 - Recommendation based on the evaluation
 Full Review document: (not to exceed 7 pages)
 - Overview or introductory statement
 - Evaluation of teaching effectiveness, include factual statements that address the criteria, followed by an evaluation/summary.
 - Evaluation of Scholarship, Research, Creative Achievements (include comments on importance of publications, conferences, etc.)
 - Evaluation of service to the University and the community
 - Recommendation based on the evaluation
- Should a candidate ask for a conference or question a recommendation, the WPAF should include:
 - Written summary of any conference with the candidate
 - Response from candidate to the recommendation