



FAQ for WPAF Reviewers



Q. How do I access the files I am responsible for reviewing?

A. Primary and Secondary committee members will be sent an email from College ARTP Coordinator Erin Mahoney with links to the digital WPAFs they must review.

Q. How do I indicate that I accessed a WPAF?

A. Every WPAF has its own Access Log that you must sign every time you access it. Open and sign the Access Log for each review session you conduct. Think of it like the Access Log in the physical WPAF binder – you sign it every time you open the binder itself, not when you flip a page.

Q. How do I obtain materials included in a candidate's index but not currently in their WPAF?

A. The chair of your committee must send an email to Erin Mahoney, CCing Associate Dean Wilson Ramey, to request these materials. Erin will reach out to the faculty member, who will have 48 hours to submit the materials. Erin will then upload them into the WPAF for your review.

Q. How does my committee submit its recommendation letters to the college?

A. The chair of your committee should sign the recommendation letter using Adobe Acrobat or Adobe Sign, and send the PDF of the signed letter to Associate Dean Wilson Ramey and Erin Mahoney.

Contact Information

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