# THE WORKING PERSONNEL ACTION FILE (WPAF) INSTRUCTION BOOKLET
# TENURE TRACK

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**Purpose**

This guide is intended to provide information regarding the procedures and deadlines for tenure-track and tenured faculty who are 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 for retention annually for the subsequent year. Each year during the probationary period, faculty will submit a Working Personnel Action File (WPAF) for review. In the first probationary year, faculty will undergo an informal review according to their Department Policy. In each subsequent year, faculty will submit their WPAF during the fall semester for retention review. After receiving tenure and promotion to Associate Professor, faculty will be reviewed in five (5) year Post-Tenure Review (PTR) cycles. The first of these cycles is the review for promotion to Full Professor. For faculty hired with credit toward tenure and promotion, the probationary period is shortened accordingly.

**Probationary Faculty Classification**

Ordinarily, the probationary period is six years.

P-1:    This classification designates newly hired probationary faculty members without credit toward tenure. These faculty members will receive an informal periodic evaluation by the Department in the spring semester.

P-2:    This classification designates probationary faculty in their second year. At this level, WPAFs are typically reviewed beginning in the fall. This classification also designates 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 Policy.

P-3:    This classification designates probationary faculty in their third year. At this level, WPAFs are typically reviewed beginning in the Fall. This classification also designates 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 Policy.

P-4:    This classification designates probationary faculty in their fourth year. At this level, WPAFs are typically reviewed beginning in the fall. Final decisions for retention at this level rest with the Provost.

P-5:    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 and/or chair according to the ARTP calendar of deadlines.

P-6:  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 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. College of Arts and Letters elected Secondary ARTP Committee
4. College Dean
5. Additionally, in the $4^{th}$ and $6^{th}$ probationary years, the Provost conducts an independent review.

**Preparing The WPAF**

Since the 2020-2021 review cycle, WPAFs have been and will be assembled, submitted, and reviewed digitally. For the College of Arts & Letters, the WPAF will be accessible via one drive. WPAF's are by the individual candidate.

**The WPAF**

**Candidate List**

The Dean's Office sends a list to the Departments of their faculty eligible for review and the level of review who review the list of faculty for accuracy.

Probationary faculty requesting early tenure and promotion must inform the Faculty Affairs and the Department's Chair in writing at this time prior to the beginning of the evaluation process with the primary committee.

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.

The WPAF's are created at the beginning of the review cycle by the Deans Office.

**Cycle Deadlines**

The Department announces to its faculty the deadline for compiling the WPAF's content.

| RETENTION REVIEW DEADLINES FOR P-2 CANDIDATES | |
|---|---|
| WPAF Closure | TBD by Department |
| Primary/Department Chair Retention Recommendation letter sent to Candidates | Tuesday, 10/15/2024 |
| Secondary Retention Recommendation Letter sent to Candidates | Monday, 12/16/2024 |
| Dean's Retention Decision letter sent to candidates | Monday, 2/17/2024 |

| RETENTION REVIEW DEADLINES FOR P-3 and P-5 CANDIDATES | |
|---|---|
| WPAF Closure | TBD by Department |
| Primary /Department Chair Retention Recommendation letter sent to Candidates | Tuesday, 12/10/2024 |
| Secondary Retention Recommendation Letter sent to candidates | Friday, 2/28/2024 |
| Dean's Retention Decision Letter sent to Candidates | Thursday, 4/18/2024 |

| RETENTION REVIEW DEADLINES FOR P-4 CANDIDATES | |
|---|---|
| WPAF Closure | TBD by Department |
| Primary/Department Chair Retention Recommendation letter sent to Candidates | Tuesday, 10/15/2024 |
| Secondary Retention recommendation letter sent to Candidates | Friday, 11/15/2024 |
| Dean's retention recommendation letter sent to Candidates | Monday, 12/9/2024 |
| Provost Retention Decision Letter sent to Candidates | Monday, 4/21/2025 |

| PERIODIC REVIEW DEADLINES FOR P-1 FACULTY | |
|---|---|
| WPAF Closure | TBD by Department |
| Primary/Department Chair Retention Recommendation letter sent to Candidates | Friday, 2/28/2025 |
| Dean's Review Letter sent to Candidates | Friday, 4/18/2025 |

| PERIODIC REVIEW DEADLINES FOR POST-TENURE FACULTY | |
|---|---|
| WPAF Closure | |
| Primary/Department Chair Retention Recommendation letter sent to Candidates | |

| PERFORMANCE REVIEW DEADLINES FOR TENURE & PROMOTION CANDIDATES | |
|---|---|
| WPAF Closure | TBD by Department |
| Primary/Department Chair Retention Recommendation letter sent to Candidates | Tuesday, 12/3/2024 |
| Secondary Retention Recommendation Letter to Candidates | Friday, 2/7/2025 |
| Dean's Retention Recommendation Letter to Candidates | Friday, 3/21/2025 |
| Provost's Retention Decision Letter to Candidates | Monday, 5/19/2025 |

**WPAF Uploads**

**Candidate Uploads**

It is the responsibility of the candidate (not the Department Chair or Coordinator) to prepare the following materials for review:

a. Current Curriculum Vitae

A current complete CV consistent with the discipline's professional standards

b. Faculty Development Plan

A Faculty Development Plan is a narrative, summary, or reflective statement of the candidate's accomplishments and a plan of action for each area of review. This plan should result from consultation between the candidate and the Department Chair per the Departmental ARTP Policy.

The College of Arts & Letters recommends that the Faculty Development Plan begins with a one-page reflection on the candidate's teaching philosophy and their teaching experience from the previous review cycle, but defer to Departmental ARTP requirements for guidance. Additionally, the plan must review and outline a professional plan of action for each area of evaluation not to exceed two pages.

The Faculty Development Plan is neither a formal agreement nor a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting his/her professional responsibilities, consistent with the department's performance expectations. It should be understood that meeting the goals and expectations of the Faculty Development Plan does not guarantee retention, tenure, or promotion.

c. Index

The Index is an itemized listing of all the achievements a faculty member wishes to bring to the reviewers' attention. The most recent entries are to be listed first. The Index must be subdivided as follows (see also attached sample):

i. Teaching Effectiveness-Syllabi – Syllabi for course taught.

ii. Achievements relating to **Teaching Effectiveness** (Examples: Lab manuals; letters of support from students, colleagues, etc.). Additional pages should be labeled Teaching Effectiveness, Page 2, etc.

iii. 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.

iv. Achievements relating to **Department/College/University Service** (Examples: committee membership, special assignments, program review, student organization advising, etc.), Additional pages should be labeled D/C/U Service, Page 2, etc.

v.  Activities relating to **Community Service** (Examples: voluntary professional offices, volunteer/paid consultant, 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.

vi.  OTHER:  While it is the faculty member's right to include any material they believe demonstrates their professional achievement, they should be mindful of the difference between proving work done and demonstrating the quality/contribution of the work with well-chosen evidence. That is, choose to include material that most effectively conveys the nature and value of your work. At any level of review, reviewers may request evidence of activities and accomplishments listed in the indices.

vii.  For each index, the candidate should asterisk those entries for which supporting material is submitted.

viii.  IMPORTANT- The Index becomes a permanent part of the WPAF. With the exception of faculty members being reviewed for tenure and promotion, the faculty member will not have access to either the traditional black binder or previous supporting documents there within. Subsequently, the asterisks in the Index that reference supporting documents from previous review cycles need to be deleted.

d.  Supporting Documents

Supporting Documents, i.e., the select materials described in the Index, for each area of review (i.e., Teaching Effectiveness, Scholarly and Creative Achievements, Contributions to Department/College/University, and Contributions to the Community), including supporting documents that exemplify achievements in each area. Supporting Documents should, whenever possible, be titled and uploaded as one PDF document with a distinct range of asterisked items corresponding with the Index in consecutive order. Files requiring a different format, distinction, or "break" in the Index resulting from a live URL may contain one item or begin a new file. Anything listed in the index must be available for review if requested by any reviewer at any level of review.

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. The recommendation is to also limit PDF documents to no more than 30 pages.

e. What To Include For

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.

TENURE AND PROMOTION TO ASSOCIATE: Samples of work and contributions made since the date of initial probationary appointment.

PROMOTION TO FULL: Samples of work and contributions made in the past 5 years.

PERIODIC REVIEW OF TENURED FACULTY (FIVE-YEAR POST-TENURE REVIEW): Samples of work and contributions made in the past 5 years.

**Department Uploads**

The department chair will upload Student Course Evaluations and Peer Evaluations if conducted per departmental ARTP Policy.

a. Teaching Effectiveness –Student Evaluations
   i. Student course evaluations from all courses taught (in the current review cycle)
   ii. All Student Evaluations conducted during the period under review must be included.
   iii. If the upcoming evaluation is for purposes of retention, tenure, or first promotion, then all Student Evaluations gathered since the initial appointment to probationary status must be submitted.
   iv. If the upcoming evaluation is for a subsequent promotion, then all Student Evaluations gathered since the last promotion must be submitted.
   v. Student Evaluations 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

**Verification**

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 and the chair sign the Verification of WPAF Contents certifying that the WPAF is complete and ready to be submitted to the Primary Committee (and, if appropriate, the Department Chair) for review.

Should the need arise to re-open the WPAF, please refer to the UARTP for guidelines.

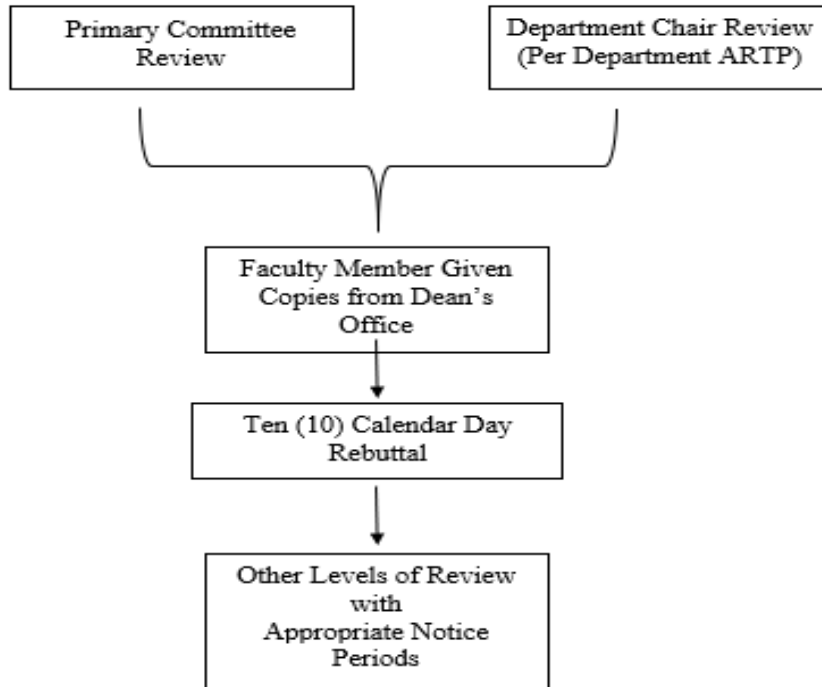The Department Chair or Committee Chair will resend access to the Candidate.

Evaluation / Recommendation

Each level of review results in a written evaluation, which becomes a permanent part of the WPAF.

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.

For each review cycle, the highest-level official makes the final decision regarding retention and/or promotion.

a. After the Primary Committee has conducted their evaluation of the content in the WPAF and completed their deliberation, their 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.

b. 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.

c. At the department level, independent reviews by the primary committee and the Department Chair may be conducted simultaneously.

d. The subfolder listed Current ARTP Evaluations begins empty at the beginning of the cycle. All written evaluations generated during this review cycle (i.e., reviews from the Primary Committee, Department Chair, Secondary Committee, College Dean, and or Provost, as applicable) will be uploaded at the completion of each level of review. As well, the Dean's Office will upload any faculty response/rebuttal submitted after each level of review.

e. The subfolder listed ARTP History will contain all preceding reviews from all levels, including the faculty member's rebuttals (if any). The faculty member's letter of appointment is included here as the first item.

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┌─────────────────────┐      ┌─────────────────────┐
│  Primary Committee  │      │ Department Chair Review │
│       Review        │      │  (Per Department ARTP)  │
└─────────────────────┘      └─────────────────────┘
           └──────────────┬──────────────┘
                          ▼
              ┌─────────────────────┐
              │ Faculty Member Given │
              │  Copies from Dean's  │
              │       Office        │
              └─────────────────────┘
                          │
                          ▼
              ┌─────────────────────┐
              │  Ten (10) Calendar Day │
              │      Rebuttal        │
              └─────────────────────┘
                          │
                          ▼
              ┌─────────────────────┐
              │ Other Levels of Review │
              │         with         │
              │  Appropriate Notice  │
              │       Periods        │
              └─────────────────────┘
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**Response/Rebuttal**

Each candidate will receive a copy of each recommendation written via email from the Dean's Office (not the committees/dept) 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 time of receipt of the review document. See the UARTP.

**Access**

After each level of review, the college dean's office will rescind and grant access to the digital WPAF as appropriate to the reviewers.

**Web 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 Arts and Letters ARTP Policy https://www.csus.edu/college/arts-letters/internal/artp-process.html

- The Department ARTP Policy

  https://www.csus.edu/college/arts-letters/internal/artp-process.html