

California State University, Fresno

WPAF File Checklist

(Section 1)

This form must be completed, signed by the Chair of the Department Peer Review Committee and placed in Section 1 of the Working Personnel Action File (WPAF). Place items in each section of the binder as listed. Write NA next to items that are not applicable. Place this form in Section 1. **Do not forward the binder until all items have been incorporated into the WPAF.**

Applicant's Name _____ Date _____

<input type="checkbox"/>	Binder Cover	Title Pages for Binder Front Cover and Spine. Use binder with clear pockets on cover and spine. (Title pages to be provided by Candidate.)
<input type="checkbox"/>		Inside Title Page (Provided by Candidate. Use same form as title page for front cover.)
<input type="checkbox"/>	1	Access Log (Provided by Dean's Office.)
<input type="checkbox"/>	1	WPAF Checklist (Provided by Dept. Peer Review Committee Chair).
<input type="checkbox"/>	2	Application Form (Provided by Candidate.)
<input type="checkbox"/>	2	Updated Vita (Provided by Candidate.)
<input type="checkbox"/>	3*	Current Approved Probationary Plan, with signatures. (Provided by Candidate). Do not include proposed amendments to Probationary Plan in the WPAF.
<input type="checkbox"/>	3	Provost's Letter Approving Current Probationary Plan (Provided by Candidate.)
<input type="checkbox"/>	3	Letter from Department Chair re Intent to File Independent Review or Sit as Member of Department Peer Review Committee (Provided by Department Chair).
<input type="checkbox"/>	3	Description of Non-Instructional Assignments, Including Assigned Time Responsibilities, as appropriate (Provided by Candidate).
<input type="checkbox"/>	4	Recommendation Form: (either, Retention; Tenure & Promotion; or Promotion)
NA	5 6 7	Section 5: RTP review committee and administrative evaluations; Section 6: Candidate's responses or rebuttals to recommendations; Section 7: UB RTP Recommendation (if any)
<input type="checkbox"/>	8	Documentation of Teaching Effectiveness. Peer Evaluations and Student Ratings, Summary of Student Comments, Non-Instructional Professional Assignments. (Provided by Candidate, Department and others per Article 15).
<input type="checkbox"/>	9	Documentation of Professional Growth and Scholarly Activity (Provided by Candidate, Department and others per Article 15).
<input type="checkbox"/>	10	Documentation of University and Community Service (Provided by Candidate, Department and others per Article 15).
<input type="checkbox"/>	11*	Prior RTP and Off-Year Review Recommendations from all levels, including all RTP Letters from Provost, in reverse chronological order. (Provided by Dean's Office from Personnel Action File).
<input type="checkbox"/>	12*	Inventory of Candidate's Materials, including contents of all prior Inventories (Provided by Candidate; form available on Faculty Affairs website).

I certify that all items checked above have been included in this WPAF:

Signature, Chair, Department Peer Review Committee

Date

* Tenured (promotion only) candidates should include documentation for the entire period since last promotion or award of tenure, as appropriate; do not include probationary plan, or inventories and recommendations from tenure review.