

CANDIDATE CHECKLIST FOR THE

WORKING PERSONNEL ACTION FILE (WPAF)

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

- Curriculum Vitae
 - Highlight items that are new since last review
- Department RTP Criteria
 - Can be found on Faculty Affairs RTP website <http://web.sonoma.edu/aa/fa/tt/rtp.html>
- 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)
- Index of Materials Available in Department Office
 - To support a record of growth and contribution in the areas of teaching, scholarship, professional development and service
- Department Chair Report (optional)
- First Year Progress Meeting Summary
 - Required for 2nd Tenure track candidates only
- SETE Summary Table
 - Can be found on Faculty Affairs RTP website <http://web.sonoma.edu/aa/fa/tt/rtp.html>
 - 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
 - Upload into OnBase in section titled "SETE Supplements"

OTHER REQUIRED ITEMS THAT ARE ALREADY IN ONBASE

- SETE's
- All previous reappointment letters from President
- All prior RTP evaluation documents & the recommendation letters from each level
 - Applies to Reappointment & Tenure candidates
- Prior recommendations for promotion
 - Applies to Promotion candidates only

Index of appropriate evidence on file in department – DO NOT ATTACH TO WPAF

- Copies of publications
- Meetings agendas
- Conference programs and papers
- Photos of performances or creative projects
- Thank you letters
- Selected letters of recommendation
- Printouts of candidates' web pages
- Photocopies of newspaper articles about or quoting the candidate
- Syllabi and assignment sheets

COMMITTEE CHECKLIST FOR THEWORKING PERSONNEL ACTION FILE (WPAF)

- RTP Evaluation Document
 - 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.
 - Full Review document: (not to exceed 10 pages)
 - Overview or introductory statement
 - Teaching effectiveness, include factual statements that address the criteria, followed by an evaluation/summary.
 - Scholarship, Research, Creative Achievements (include comments on importance of publications, conferences, etc.)
 - Service to the University and the community
- Recommendations uploaded by each level of review:
 - Department RTP Committee's recommendation
 - School RTP Committee's recommendation
 - Dean's recommendation
 - University RTP Committee's recommendation
- Should a candidate ask for a conference or question a recommendation the WPAF should include:
 - Written summary of any conference with the candidate (Summary must include changes to the recommendation and matters discussed at the conference that affect the recommendation)
 - Response (from candidate to the recommendation)
- Should there be a split decision at any level of review the Committee should include:
 - Minority report(s)
 - Rebuttal (from candidates receiving the split decision)