

## Format for RPT File (WPAF)

- I. A copy of the candidate's letter of appointment and information regarding subsequent changes in that appointment, including joint appointments.
- II. Teaching Proficiency including preparation, classroom presentation, student advising, and adherence to departmental guidelines and university-wide academic standards. Please provide materials and information that reviewers will need in order to appropriately evaluate your teaching proficiency.
  1. Basic documents to be included:
    - a. IDEA evaluation data (see memorandum: IDEA Data for RPT Review)
    - b. Any student input received by the Department RPT Committee during periods scheduled for student consultation. (see Agreement 15.15, 15.16)
    - c. Any other standardized teaching evaluation instrument that the department may employ
  2. Include descriptions of teaching preparation, presentation, methods and course development. Describe student advising activities.
  3. Additional materials may be placed in the WPAF if you believe it reflects your Teaching Proficiency. Such evidence may include, but need not be limited to:
    - a. Course syllabi or other course materials
    - b. Reports from colleagues concerning your teaching
    - c. Information from others concerning your effectiveness as a student adviser
    - d. Information on student mentoring activities
    - e. Contribution to student graduate committees, theses and projects
- B. Scholarship and other equivalent creative activities.

Please provide materials, information and documentation that reviewers will need in order to appropriately evaluate your scholarship and/or other equivalent creative activities. This information should include, but need not be limited to: books and monographs, articles published in refereed journals, works accepted for future publication, documentation of acceptance for publication, papers delivered at professional conferences (including documentation of presentations), book reviews, computer software, and other equivalent creative activities.\* When more than one author or creator is involved, please clarify the nature and extent of your contributions.

**\*Please indicate whether or not papers published or delivered at conferences were refereed.**
- C. Extent and appropriateness of professional preparation

Please provide the information requested on the Professional Data Sheet.
- D. Participation in university affairs

Please provide the information that reviewers will need in order to appropriately evaluate your participation in university affairs. Such information may include, but need not be

limited to, committee assignments (indicate chairmanships), sponsorship of university clubs, relevant speaking engagements and community activities, and CSU system activities.