

## Instructions For Compiling RPT File (WPAF)

We request that all files be prepared according to the attached format (see format for RPT file [WPAF]). The file should be in a binder, as concise as possible, and should contain only that material and information that is relevant to the current review. File sections relating to "Teaching Proficiency," "Scholarship/Creative Activities," and "Participation" should include only material and information that is new since the last promotion.

The purpose of the Working Personnel Action File (WPAF) is to facilitate the review process by bringing together in one file all information, materials, recommendations, responses and rebuttals that are relevant to the RPT process. The WPAF will, by reference, be incorporated into the faculty member's Personnel Action File (PAF) and is considered to be a part of the PAF. The PAF is the file of information on which retention, promotion and tenure decisions are based.

The RPT candidate, with the assistance of his/her department RPTC chair is asked to prepare a WPAF for this purpose. (see Agreement Article 15.12a and CSUS Principles, Criteria and Procedures: VI - E) Candidates have access to their PAF (see CFA/CSU Agreement Article 11.8) and may request that copies be made of any materials contained therein that they want to include in their WPAF. Materials not in the PAF but placed in the WPAF by the Candidate shall thereby be incorporated by reference into the PAF. The Candidate shall prepare an index in duplicate to materials in the WPAF and submit the index for permanent placement in the PAF (see CFA/CSU Agreement 15.9). On this campus, the PAF for each faculty member is maintained by Wendy Miller, Faculty Affairs Specialist.

Candidates are reminded that they are responsible for the identification of materials that they wish to have considered and for the submission of such materials as may be accessible to them. Evaluating committees and administrators are responsible for identifying and providing materials relating to evaluations not provided by the candidate (see CFA/CSU Agreement 15.12a).

The RPT calendar specifies a date on which the file is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of any material after this date must be approved by URPTC and shall be limited to items that become accessible after that date (see agreement 15.12b).

Reference to the following sources may be helpful:

CSUS Principles, Criteria and Procedures: VI C, E, F, L of Appendix C in the  
Faculty Handbook

CFA-CSU Agreement: Articles 11 and 15

Attachments: Format for RPT File  
Professional Data Sheet  
Organization of (SET) and IDEA Data  
Procedural Check List