California State University
SAN MARCOS

Working Personnel Action File (WPAF) Required Items Checklist

FACULTY INITIALS	REQUIRED ITEM
	Completed WPAF Checklist (initialed, signed, and dated by review candidate).
	Memorandum stating action the Candidate is requesting (1st, 3rd, 5th year Periodic, 2nd or 4th year Retention, Tenure and/or Promotion Review).
	Index (Table of Contents).
	Curriculum Vitae (with current academic year listed).
	All personnel review letters since hire – or since last time promotion and/or tenure was granted. All rebuttals and/or responses to reviews.
	Reflective statement for each section: Teaching, Research/Creative Activity, and Service.
	Student evaluations, in compliance with the CBA and college/library policies.
	Evidence of teaching success (for all faculty unit members who teach) and equivalent professional performance based on primary duties assigned in the job description (for non-teaching faculty).
	Evidence of success in research and creative activity (for teaching faculty and librarians) and continuing education/professional development (for SSP-ARs).
	Evidence of success in service representing service to the campus, system, community, discipline, and/or profession.
	Evidence consists of no more than 30 items in total.
	University and Area standards for retention, tenure, and promotion (if they exist). **Area being the College, Library, Department, or Unit as appropriate and in existence for the job classification.*
	Materials placed by administrators since your last personnel action or as required by the CBA (i.e., letters of commendation or reprimand).
	For faculty with a joint appointment, the Memorandum of Understanding (including all previous versions of the MOU).
	For faculty exempting themselves from new or substantially revised department/college standards, Exemption Form – Applicability of Department (or equivalent) and College (or equivalent) RTP Standards (if applicable).

I verify that all items are included in the file: _____ _____

Candidate Signature **Date**

Revised 01/24/2017