

HUMBOLDT STATE UNIVERSITY  
ACADEMIC SENATE

**Resolution on Non-evaluative Email and FAX Correspondence in Working  
Personnel Action Files (WPAF) for Retention, Tenure and Promotion (RTP)**

#08-07/08-FA (Revised) – March 11, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommend that the policy outlined in the attached HSU Academic Senate Resolution #06-98/99-FA (Resolution on Consideration of E-mail and FAX Correspondence in Files for Retention, Tenure and Promotion) be amended to allow the inclusion of non-evaluative unsigned email and FAX correspondence in the following sections of the WPAF: Section 7 – Evidence of teaching effectiveness/librarianship/counseling effectiveness (3) Any other relevant evidence; Section 8 – Non-evaluative evidence of scholarly/creative activities; and Section 9 – Non-evaluative evidence of service; and be it further

RESOLVED: That the language in the current Appendix J, Section VII.B.3.a) be revised as follows:

a) All material used in the Performance Review shall be identified by name, except for student classroom evaluations. 11.3, 15.17a-b All written evaluative materials, including Email and fax correspondence addressing documenting the candidate's contribution in the RTP performance areas, are to be included in the WPAF only if they contain the original handwritten signature of the sender.

RESOLVED: That the Academic Senate of Humboldt State University recommends that this proposed change to Appendix J be put to a vote of the General Faculty during the 2007-2008 academic year; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that if approved by the General Faculty this proposed change shall become effective at the start of the 2008-09 academic year.

*RATIONALE: Faculty currently provide unsigned non-evaluative email correspondence as evidence of activities within the areas of performance. This resolution codifies this longstanding practice.*

PASSED – March 11, 2008

**Attachment #1 to Resolution #08-07/08-FA**

**Resolution on Consideration of E-mail and FAX Correspondence in Files for Retention,  
Tenure and Promotion**

(#06-98/99-FA) [Approved January 26, 1999]

**WHEREAS,** Criteria for retention, tenure and promotion (RTP), outlined in Appendix J, require supporting and/or evaluative documentation of an applicant's contributions in a number of performance areas; and

**WHEREAS,** Submissions via electronic mail or fax of such supporting and/or evaluative materials have become more common in Working Personnel Action Files (WPAF) prepared as part of the RTP process; and

**WHEREAS,** Commentaries submitted via electronic mail or fax do not necessarily provide verification of the authenticity of authorship and/or of the context of the electronic mail or fax regarding its intended purpose in furthering the RTP process; therefore, be it

**RESOLVED:** That the Academic Senate of Humboldt State University recommend that supporting material included in the WPAF be submitted in formal letter or memorandum form containing the original handwritten signature of the author; and be it further

**RESOLVED:** That the Academic Senate of Humboldt State University recommend that electronic contributions in the form of e-mail or fax to the WPAF that are defined formally and specifically in their text as intended to document the applicant's contributions in the performance areas defined in Appendix J for RTP be included only if they contain the original handwritten signature of the sender; and be it further

**RESOLVED:** That the Academic Senate of Humboldt State University recommend that the general faculty vote on the policy contained in this resolution during the 1999 Spring Semester and, if approved by majority vote, that it become effective for all new RTP materials added to the WPAF in the 1999-2000 academic year.

**Attachment #2 to Resolution #08-07/08-FA**

**HUMBOLDT STATE UNIVERSITY  
ACADEMIC SENATE**

**Resolution on Changes to Appendix J Section V.E.2 Related to the Organization of the Working  
Personnel Action File (WPAF)  
#07-07/08-FA – January 29, 2008**

**RESOLVED:** That the Academic Senate of Humboldt State University recommend that Section V.E.2 of Appendix J be revised as follows:

2. Materials shall be in one or more three ring binders with ~~940~~ tabbed sections. Material in each section shall be in reverse chronological order, most recent material first.
  - a) Section 1 - Index of materials submitted for evaluation. 15.9
  - b) Section 2 - Pertinent documents concerning original appointment, subsequent retention, tenure and promotion; evaluations of leaves intended to count as time in academic rank; and clarification of the terminal degree status if not readily apparent. Tenured faculty need not include data from before their last promotion.
  - c) Section 3 - Initiating unit and college personnel policies and procedures, and Department/Unit RTP Criteria and Standards.
  - d) Section 4 - Personnel Data Sheet (PDS) and Professional Development Plan (PDP).
  - e) Section 5 - Evaluation materials provided by evaluating committees and administrators rather than the candidate. 15.12a
  - f) ~~Section 6 – Collegial letters, including those from administrators and staff.~~  
Section 6 – Evaluative letters that address areas of performance from faculty and professional colleagues (on and off campus), administrators, staff, and other relevant individuals (non-students).
  - g) Section 7 - Evidence of teaching effectiveness/librarianship/counseling effectiveness (in addition to collegial letters).
    - (1) Student letters, identified by name. 15.16b
    - (2) ~~Summaries of s~~Student evaluations data (not the original forms) collected as part of the classroom student evaluation process. 15.16a.
    - (3) Any other relevant evidence.
  - h) Section 8 – Non-evaluative eEvidence of scholarly/creative activities. ~~ship/ and creative activities.~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~
  - i) Section 9 – Non-evaluative eEvidence of service, ~~to the University and profession.~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~
  - j) ~~Section 10 – Evidence of service to the community~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~

**RATIONALE:** *The recommended changes reflect the revisions to Appendix J that were approved May 2007, that reduced the non-teaching areas of performance from three to two. In addition, these recommended changes clarify the types of evidence that should be included in each section.*

PASSED – January 29, 2008

## Merry Schellinger

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**From:** Rollin Richmond [rollinr@humboldt.edu]  
**Sent:** Wednesday, April 09, 2008 8:54 AM  
**To:** Merry Schellinger  
**Cc:** Mary Greta; Mark Larson; Bob Snyder  
**Subject:** Results from the March 11 meeting of the Senate

Dear Merry:

Thanks for transmitting the results from the Senate meeting and the resolutions needing my approval. I am pleased to approve resolutions #08-07/08-FA and #10-07/08-EP. My thanks to the Senate for its action on these issues. Rollin

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Rollin C. Richmond, President  
Humboldt State University  
Phone: 707-826-3311  
Email: [rollinr@humboldt.edu](mailto:rollinr@humboldt.edu)  
Cell: 707-599-6699

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