

Appendix J, Section VI.B.5.

Review Process Schedule

- a. Reappointment to Second Year:
Initial Working Personnel Action File (WPAF) submitted to department chair, IUPC, and dean.
- b. Reappointment to Fourth Year and Sixth Year:
Personnel Data Sheet (PDS) [Appendix J, Section V.E.2.d.] and summaries of student evaluations [Appendix J, Section V.E.2.g.(2)] submitted to department chair, IUPC, dean, college committee, UFPC, and president.
- c. Reappointment to Third Year, Fifth Year, and Reappointment and/or Promotion with Tenure:
Review of complete WPAF by department chair, IUPC, dean, college committee, UFPC, and president.
 - (1) In accordance with Appendix J guidelines, candidates are encouraged to gather supporting materials for their WPAF in years when complete WPAFs are not being considered for review.
 - (2) The IUPC and/or candidate may request a review of the complete WPAF for any year.

Resolution on Revisions to Appendix J
(#15-02/03-FA)

- WHEREAS, Guidelines for Retention, Tenure, and Promotion are set forth by the Collective Bargaining Agreement (CBA) and Appendix J of the *Humboldt State University Faculty Handbook*; and
- WHEREAS, Current policy requires submission of the Working Personnel Action File (WPAF) each academic year; and
- WHEREAS, A significant number of other CSU campuses do not require submission of the WPAF each academic year; and
- WHEREAS, A simplified submission schedule can significantly reduce workload for those involved in the RTP process, while at the same time protecting the integrity of the RTP process and those involved in the process; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the General Faculty vote on whether to include in Appendix J of the *Humboldt State University Faculty Handbook* the attached Review Process Schedule.