HUMBOLDT STATE UNIVERSITY
University Senate

**Resolution on Electronic Working Personnel Action Files**

#25-12/13-FAC – April 2, 2013 – 2nd Reading

**RESOLVED:** That the University Senate of Humboldt State University recommend that the following policy revision be forwarded to the General Faculty for a vote of acceptance or rejection, and be it further

**RESOLVED:** That the University Senate of Humboldt State University, subject to passage by the General Faculty, recommend to the President that an electronic Working Personnel Action File system be implemented, and be it further

**RESOLVED:** That if this policy is passed by the General Faculty and approved by the President, it become effective for the AY 2014-15 Retention, Tenure, and Promotion (RTP) cycle, and be it further

**RESOLVED:** That current probationary faculty candidates be given the choice to move to an electronic WPAF or retain a paper WPAF, and be it further

**RESOLVED:** That current tenured faculty candidates seeking promotion be given the choice to move to an electronic WPAF or retain a paper WPAF during the 2014-15, 2015-16, and 2016-17 cycles only; thereafter tenured faculty candidates would submit electronic Working Personnel Action Files, and be it further

**RESOLVED:** That Lecturer Range Elevation Portfolios (REPs) use the same system developed for electronic WPAFs, and be it further

**RESOLVED:** That the Faculty Affairs Committee, working with the University Faculty Personnel Committee and in consultation with the College Personnel Committees, the Councils of Chairs, and other interested individuals, be charged with overseeing implementation of the electronic Working Personnel Action Files, and be it further

**RESOLVED:** That the implementation of an electronic Working Personnel Action File system be conditioned on the development of procedures assuring the security and privacy of the files.

***RATIONALE:*** *At the request of the UFPC, Faculty Affairs reviewed the current use of paper Working Personnel Action files. Electronic WPAFs offer the possibility of easier file management, improved organization, and resolve problems of file access and management by various levels of review. We have consulted with the UFPC, members of the personnel committees for the three colleges in the development of this policy, and the CAHSS Council of Chairs in the development of this policy.*

University Senate: Passed Unanimously, 04/02/13; made an Emergency Item
*To be forwarded to the General Faculty for a vote*