

HUMBOLDT STATE UNIVERSITY  
University Senate

**Resolution on Revision of Appendix J: Electronic Identity Verification**

#41-13/14-FAC – April 29, 2014 - Second Reading

**Resolved:** That the University Senate of Humboldt State University approves the attached revision to Section VII.B.3.a of Appendix J, “Performance Review” (HSU Faculty Handbook) be forwarded to the General Faculty for a vote of acceptance or rejection; and be it further

**Resolved:** That this policy become effective for the AY 2014/2015 RTP process, subject to approval by the General Faculty.

**Rationale:** In a 2012 resolution, the Senate eliminated the “wet” signature requirement. This further revision makes explicit the types of written signatures allowed and expands the policy to include system-based identity verification.

In the case of the “secure digital signature,” at the time of this writing, this signature option was a common function of softwares such as MS Word and Adobe Acrobat Pro. Software tools provide for the creation and verification of digital signatures.

In the case of “system-based identity verification,” at the time of this writing, we anticipate that the RTP platform will likely include a mechanism through which evaluators may directly upload a letter into the system for import into a candidate file. In this case, evaluator/author identity would be verified with typical login and password processes.

These changes support a fully electronic RTP process that begins with document generation and ends with document uploading into a faculty member’s electronic RTP file location. Making explicit these options for signature verification are important given the Fall 2014 launch of a fully electronic RTP processes.

**PROPOSED LANGUAGE CHANGE**

Appendix J,  
Section VII. Performance Review  
...  
B. Evaluation Procedure  
...  
3. Documentation

~~a) All materials used~~ Each evaluative submission in the Performance Review shall include the ~~be identified by name of the document author,~~ except for classroom evaluations. 11.3, 15.17a-b. The identity of a document author shall be verified by a signature (scanned images are allowed), secure digital signature or system-based identity verification.

~~all written evaluative materials addressing the candidate's contribution in the RTP performance areas are to be included in the WPAF only if they contain the signature of the sender.~~