

## Appendix A

### **California State University Channel Islands Checklist for Faculty Tenured/Tenure-Track WPAF (except for faculty in their first or second probationary year in their first year of service at CSU Channel Islands)**

The WPAF is the basis for RTP evaluations, recommendations, and actions. The period of review is as follows (See Section J):

1. For reappointment, the period of review is the period since the last submission of the WPAF for reappointment.
2. For reappointment in the 3<sup>rd</sup> probationary year (or 4<sup>th</sup> for faculty hired with one or two years of prior service credit), the period of review is the entire probationary period, including years for which service credit is granted.
3. For tenure, the period of review is the entire probationary period, including years for which service credit is granted. For example, if a probationary faculty member received one year of service credit at the time of hire, they would begin at CI in their second probationary year, and only the year immediately prior to starting at CSU Channel Islands would be considered for review.
4. For promotion, the period of review is the time spent in rank, including accomplishments during time spent at that rank at other four-year or graduate-degree granting institutions. For promotion of tenured faculty, the period of review is the time since tenure was granted.
5. For tenure, a faculty member may include accomplishments prior to the period of review as part of the WPAF.

The following materials are required in the WPAF as specified in Section K:

#### **GENERAL**

	Evaluation and Recommendation forms (leave empty, provided by the reviewers)
	Checklist
	Table of Contents of the WPAF, initialed and dated by the faculty member
	Table of Contents of the Appendix to the WPAF, initialed and dated
	A copy of approved PPS or GPS
	Approved Professional Development Plan
	Curriculum Vitae - Covering the entire academic and professional employment history

#### **TEACHING**

	Narrative Summary: Self-assessment of accomplishments in Teaching (limited to 1000 words)
	List of classes taught during each semester for entire period under review
	Evidence of Assessment of Teaching (optional, see Section K, point 1 j)

	Peer observations: a minimum of one peer observation of classroom teaching for each probationary year

**PROFESSIONAL ACTIVITIES (For Librarians and Counselors only)**

	Narrative Summary: Self-assessment of accomplishments in Professional Activities (limited to 1000 words)
	List of primary professional activities for entire period under review
	Peer observations: a minimum of one peer observation

**SCHOLARLY/CREATIVE ACTIVITIES**

	Narrative Summary: Self-assessment of accomplishments in Scholarly and Creative Activities (limited to 1000 words)
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**PROFESSIONAL, UNIVERSITY AND COMMUNITY SERVICE**

	Narrative Summary: Self-assessment of accomplishments in Professional, University and Community Service (limited to 1000 words)
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**APPENDIX**

An appendix containing supporting materials that are directly relevant to the presentation in the WPAF as specified in Section K.

	Table of Contents of the Appendix
	Supporting materials as specified in Section K
	Supporting materials as specified in Section K See the addendum on the next page for guidelines on preparation and presentation of these materials.
	Supporting materials as specified in Section K
	Optional: Documentation of performance as specified in Section K

Signature \_\_\_\_\_

## CHECKLIST ADDENDUM: Preparation and Presentation of Evidence of Scholarly and Creative Activities:

Documentation of scholarly and creative work is required and placed in the appendix to the WPAF. This documentation shall include:

1. a complete citation, in the style customary to the faculty member's discipline, for each of his or her scholarly and creative works;
2. a copy of each scholarly or creative work completed during the faculty member's period of review;
3. and copies of letters of acceptance for those completed works that are "in press" or otherwise in the process of publication.
4. For works presented in a medium other than print, the copy may be in a form suitable for evaluation as appropriate to the discipline.
5. Work that has been accepted for publication or presentation after a peer review or juried process shall be distinguished from work that was not subject to a peer review or juried process.
6. Documentation of the peer review or juried process may be required by any level of review.
7. Documentation also should be provided for scholarly and creative work in progress. This documentation may include copies of intramural and extramural grant proposals; grant award letters; abstracts of papers presented at professional meetings; papers currently being reviewed for publication; copies of manuscripts in preparation; being a discussant of presented papers; etc. Care should be taken to distinguish work in progress from that already completed.

### **Glossary of RTP terms:**

#### Stages of Publication:

- **Published:** The publication has appeared in print and/or electronically and is available to the professional community.
- **Accepted for Publication/In Press:** The publisher has accepted the publication without further revisions required, but has not yet been published.
- **Submitted for Publication:** The publisher has provided written confirmation that the work has been received and 1) the work is being reviewed; 2) the publisher has asked that the work be resubmitted for review after revisions are made ("revise and re-submit"); or 3) the work has been reviewed and will be published when recommended changes are made.
- **In Progress:** A book or article is being worked on but has not been submitted to a publisher
- **Peer-Reviewed:** The publication is judged by an impartial panel of experts in the field, but external to the campus. The review is done by reviewers other than the editor of the publication (i.e., the editor is not the sole reviewer of the submission). The judgment criteria for any peer-reviewed article varies depending on the publication and subject matter.