

**September, 2024**

**Collegial and evaluative letter submissions for RTP and Range Elevation candidates:  
Standards and practices for sending and receiving letters.**

All letters must be sent to the personnel action file electronically at [paf@humboldt.edu](mailto:paf@humboldt.edu).

Working Personnel Action Files (WPAFs) are dossiers of materials submitted for peer reviews and maintained by Academic Personnel Services (APS). Collegial and evaluative letters for these dossiers must be submitted electronically to [paf@humboldt.edu](mailto:paf@humboldt.edu).

**Signatures**

Letters sent electronically to [paf@humboldt.edu](mailto:paf@humboldt.edu) do not need a signature. Letters sent directly to the candidate must have a signature from the author of the letter; these letters should be forwarded to [paf@humboldt.edu](mailto:paf@humboldt.edu). If a letter arrives to the PAF inbox unsigned, Academic Personnel Services will contact the letter writer to request that letters directly to [paf@humboldt.edu](mailto:paf@humboldt.edu). Letters not verified before the deadline cannot be included in the WPAF.

**Deadlines for handling letters for WPAFs**

Candidates are responsible for uploading/including all logged letters to their WPAFs except for letters submitted by their personnel committees. Committee chairs (IUPC, CPC, LFPC, and UFPC) and administrators should send letters to [paf@humboldt.edu](mailto:paf@humboldt.edu), so that APS can log them and email them to the candidate.

All materials must be submitted by the file due date listed in the Personnel Action Dates document that is published each academic year on the [APS website](#). However, letters received up to the file close date should be included in the file.

Candidates and their committee members will continue to be able to upload documents through the file close date (about 1 week after the file due date) for completing their files. After the file close date, candidates lose access and only their IUPCs and department chairs will have access.

**Letter verification and logging**

All letters should be sent or forwarded to [paf@humboldt.edu](mailto:paf@humboldt.edu) for logging. The IUPC is responsible for verifying that **all** letters/documents have been included in a candidate's WPAF. Prior to the file close date, candidates will have access to their letter log in Google Drive to ensure that the log matches the letters that have been uploaded and listed in their file. The candidate should add any letter that is included on the log but missing to the WPAF.

If folder access to the WPAF has been removed before a letter can be uploaded, and if the letter was received before the file close date, then the candidate should notify APS.

To ensure completeness before the file close date, IUPCs must carefully review each candidate's electronic Working Personnel Action File (WPAF).

Review the letter log to ensure it accurately reflects the letters that have been uploaded in the candidate's WPAF.

- Letters on the log but not in the file should be uploaded by the candidate (advise the candidate to look through their emails from APS to locate the letter)
- Letters not on the log that but are included in the file should be sent to [paf@humboldt.edu](mailto:paf@humboldt.edu) so that they may be verified and logged.
  - o Letters not verified before the deadline may not be included in the file.

### **Range Elevation Portfolio (REP) – Temporary Faculty**

Letters (collegial or student) are not required for a Range Elevation review.

After a file is submitted and before it closes, the IUPC will work with the candidate and verify that supporting materials have been included in the candidate's REP and may request access to the candidate's Personnel Action File (PAF) for this purpose. APS will document this review in the PAF access log.