

Letter Standards and Practice for Receipt: How to Verify a Letter can be Accepted

Collegial/evaluative letters may be submitted electronically or in hardcopy.

- Letters received by the IUPC Chair, Department Chair, or candidate should be forwarded to the paf@humboldt.edu for further processing.
 - Letters received electronically by the IUPC Chair, Department Chair, or Department Designee do not need to be signed.
 - Letters received electronically directly by candidate must have a signature by the author of the letter.
 - If unsigned, Academic Personnel Services will contact the letter writer to resend letters directly to paf@humboldt.edu.
 - Hard copy letters must be signed by the author, and then scanned and emailed to paf@humboldt.edu.

Process for faculty undergoing a personnel action:

Retention, Tenure and Promotion (RTP) Probationary Faculty or Tenured Faculty

- RTP Candidates are responsible for uploading/including **ALL** logged letters in their WPAF (exception: letters from personnel committees. These are sent to paf@humboldt.edu so that APS can upload them to Section 5: Letters from Personnel Committees), and send to the candidate.
- RTP candidates must complete their files by the file due date listed in the Personnel Action Dates (<https://hraps.humboldt.edu/aps-calendars>). Candidates will continue to have access through the file close date (about 1 week after the file due date) along with their IUPC.
 - Letters received up through **11:59 p.m.** on the “file close” date should be included in the file.
 - Candidates have access to upload documents until midnight on the “file close” date. The following day, APS will move the cases to the next step, where the candidate loses access and only IUPC/department chair have access.
- Prior to the file close date, candidates will have access to their letter log (granted electronically in Google Drive by APS) to ensure that the log matches the letters that have been uploaded and listed in their file.
 - Any letter missing should be added to the WPAF.
 - If access has been removed before a letter can be uploaded, but it was received in a timely manner (before the file close date), the receiver should forward the letter to paf@humboldt.edu for inclusion in the file, and APS will upload it.
- After a file is submitted and before it closes, the IUPC must verify that **ALL** letters/documents have been included in the candidate’s WPAF.
 - The IUPC will be invited via Google Drive access to review the candidate’s electronic Personnel Action File (PAF) to ensure that letters/documents are not missing from the WPAF. APS will document this review by indicating what reviewers had access, and dating the electronic PAF log.

- The IUPC must review the electronic letter log in the candidate’s electronic PAF to ensure it matches the letters that have been uploaded in the candidate’s WPAF and document this review in one of two ways:
 - Write a separate memo verifying that letters logged have been included in the WPAF, and upload this memo to the candidate’s file under Section 6: Documents – IUPC Verification of Letters.
 - Include a statement in the recommendation letter addressed to the College Personnel Committee (CPC) that review and verification of letters logged have been included in the WPAF.

Range Elevation Portfolio (REP) – Temporary Faculty

- Temporary Faculty eligible for Range Elevation are responsible for uploading letters in their Range Elevation Portfolio (REP) (with the exception of Section 5: Letters from Personnel Committees). **Note:** For Range Elevation, candidates are not required to upload all letters. Letters (collegial or student) are not required for a Range Elevation review.
- Range Elevation candidates must complete their files by the file due date listed in the Personnel Action Dates (<https://hraps.humboldt.edu/aps-calendars>); however, they will continue to have access through the file close date (about 1 week after the file due date).
 - Letters received up through **11:59 p.m.** on the “file close” date may be included in the file.
 - Candidates have access to upload documents until midnight on the “file close” date.
- Prior to the file close date, candidates will have access to their letter log (granted electronically in Google Drive by APS) to ensure that the log matches the letters that have been uploaded and listed in their file.
 - If access has been removed before a letter can be uploaded, but it was received in a timely manner (before the file close date), the receiver should forward the letter to paf@humboldt.edu for inclusion in the file, and APS will upload it.
- 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.
 - The IUPC may gain access the candidate’s Personnel Action File (PAF) electronically. APS will document this review by indicating what reviewers had access, and dating the electronic PAF log.
 - The IUPC may wish to review the letter log in the PAF to ensure letters have been uploaded in the candidate’s REP.