

RESPONSIBILITIES of the CPC

During your review

You will have approximately 4 weeks to complete your review of the file and write a letter. [See the Personnel Action Dates](#)

- Letters should be addressed to the University Faculty Personnel Committee (UFPC).
- The evaluation and letter may only comment on what is in the file.
- All deliberations and materials derived from the file review are to remain confidential.
- **Use the [Approved Department/Unit Standards and Criteria](#) in all areas of evaluation Teaching/Librarian Effectiveness, Scholarly/Creative Activities, and Service).**
- **Explicitly state *how* the candidate meets the Standards and Criteria for Minimum Essential/Good/Excellent for each of the three areas of evaluation.**
- **Explicitly state the *ranking* (Minimum Essential/Good/Excellent) for each of the three areas of evaluation.**

Suggestions and Resources

- Candidates for reappointment benefit greatly from personnel committee comments and suggestions for improving the WPAF. Please provide this feedback at the completion of the narrative review.
- [Evaluation of Tenure-Line Faculty](#)
- [Committee Resources](#)
- [Approved Department/Unit Standards and Criteria](#)
- [Personnel Action Dates](#)
- [UFPC Annual Report](#)
- [Appendix J](#)

If you have questions, contact aps@humboldt.edu.