

RESPONSIBILITIES of the IUPC

The Semester before the file is due

- Meet with candidate to discuss upcoming performance review.
- Solicit collegial and student letters on behalf of the candidate.
 - Send email to colleagues on and off campus.
 - Please stress that all faculty at the rank of Professor should be writing letters. (Appendix J VIII. B.3.a.) If a faculty member is on leave and cannot write a letter, please include a memo stating that fact. This way, the absence of a letter is not a negative reflection on the candidate.
 - Faculty at other ranks should also be notified and invited to write letters, but are not required to do so.
 - Post fliers around departments or classrooms, or post them to Canvas, inviting students to comment on the candidate.
 - Make sure candidate receives copy of letter solicitation fliers or emails as this belongs in Section 3.
- Emphasize the importance of response rates on course evaluations and encourage the faculty member to set aside class time for students to complete evaluations.
- Remind candidates to remove instructions from the PDS.
- Review the [Annual Report](#) provided by UFPC to avoid the most common errors found in RTP files.
- Review previous letters of review (which should all be found in Section 2) with candidate and develop a plan for incorporating comments/suggestions regarding file organization and PDS.

This chart illustrates the letters a candidate should have from their prior reviews:

Year	Review Type	Letters from Reviewers
1st year at HSU*	Modified Performance Review (MPR) Group I	IUPC, Department Chair (optional), and Dean (Reappointment)
2nd year	Working Personnel Action File (WPAF) Group III	IUPC, Department Chair (optional), CPC, Dean, UFPC, and Provost
3rd year	Performance Evaluation (PE) Group II	IUPC, Department Chair (optional), and Dean
4th year	Working Personnel Action File (WPAF) Group III	IUPC, Department Chair (optional), CPC, Dean, UFPC, and Provost
5th year	Performance Evaluation (PE) Group II	IUPC, Department Chair (optional), and Dean
6th year	Working Personnel Action File (WPAF) Group V	IUPC, Department Chair (optional), CPC, Dean, UFPC, Provost, and President (Tenure/Promotion decision)

*Note that service credit may alter this schedule. For example, faculty appointed the prior Spring (with service credit for Fall) are subject to a full performance review, and submit a Group III file their first full academic year.

Important Note: Please ensure the file also includes the faculty member's original letter of hire.

Before the files closes

You will have one week to complete these tasks. As the goal of this process is to double check that the WPAF is complete and accurate, please do this early in the 7 day time period so the candidate has time to make any necessary additions and corrections before the file closes.

- Check eWPAF against PAF in Dean's office. This is usually done by the IUPC Chair, but any member can perform this task. Once completed, the IUPC should add a letter indicating they have verified the log.
 - All letters from previous reviewers should be in Section 2 (see chart above).
 - Ensure all collegial letters are included in Section 6.
 - Ensure all student evaluations and letters are included in Section 7.
- Verify that the department's RTP Standards and Criteria included in Section 3 is the correct version from the APS website [Approved Department/Unit Standards and Criteria](#)
- Make sure that all documents in every section of the file are organized in reverse chronological order and that the materials are listed according to the [naming conventions](#).
- Make sure there are no extra sections. There are 9 required sections although candidates may create subsections.
- Check the file against the [Annual Report](#) provided by UFPC to avoid the most common errors found in RTP files.

During your review

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

- Letters should be addressed to the College Personnel Committee (CPC)
- 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.
- Carefully review the letters in Section 2 and make sure that the candidate is following the advice of previous reviewers. If an issue has been adequately resolved, please comment and explain. If the issue needs further attention, please provide guidance and suggestions for the candidate.
- **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