

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Completeness of periodic and performance review files

RES 202224

FAC

RESOLVED: That *University Handbook* language regarding the completeness of periodic and performance review files be revised (deletions in ~~strike through~~, additions in **bold underline**) as specified below.

RATIONALE: These changes update the handbook language to clarify that this policy applies to all types of periodic and performance reviews. Updated text specifies the process for determining if all required materials are present within review files and the process to follow if files are found to be incomplete.

305.5.3 Completeness of the ~~RTP File~~ WPAF for periodic and performance review

The ~~Unit RTP Committee~~ **unit periodic and performance review committees** and the faculty undergoing review shall be responsible for ensuring that the ~~RTP file~~ **Working Personnel Action File (WPAF) (sometimes informally referred to as the RTP, PTR, or PEF file)** is complete and accurate before the start of the review process. No level of review may require that additional materials be included in the file other than those specified in the Unit RTP, **PTR, or PEF** criteria document(s) or Faculty ~~University H~~ **University Handbook**. Further, if any level of review believes additional material needs to be included for a full evaluation, that request must go through appropriate campus processes: modification of ~~Unit RTP~~ **unit** criteria or the ~~Faculty~~ **University Handbook**.

Files are expected to be complete by the posted and announced deadline. The unit committee chair or committee member designee shall inspect the file during the unit review period to determine if any required materials are missing from the file.

If the unit committee determines that the WPAF includes all required materials and is complete, review continues as indicated within the University Handbook.

If the unit committee determines that required materials are missing and the WPAF is incomplete, the committee chair ~~may~~ **shall inform the faculty member of any missing required items. The faculty under review may submit missing **requested** material to the committee chair to be inserted into the file **during the unit review period**. Insertion of required missing items by the unit committee shall be recorded on the WPAF Log sheet, following procedures specified in the University Handbook for the insertion of materials.**

If the unit committee does not receive requested required materials and/or the WPAF is not received by the deadline, the unit review shall proceed based on materials that were received and those available in the PAF (Personnel Action File). Failure to submit a complete WPAF may result in the unit committee being unable to return a review of 'satisfactory' performance.

Once the **relevant unit periodic or performance review** Unit RTP committee has determined that the ~~RTP file~~ **WPAF** contains all required elements, any materials to be added to the ~~RTP file~~ **WPAF** must be approved by the University Review Committee (URC) and shall be limited to items that became available only after the date of completion of the file. Only ~~RTP~~ evaluations and recommendations completed by each level of review, any minority reports, and any responses to the evaluations and recommendations may be added to the ~~RTP file~~ **WPAF** without prior approval by the URC. A copy of all added materials shall be provided to the faculty. Reviewing authorities may disregard any added material that could have been included in the original file at the beginning of the review process.

If the URC approves the addition of newly available materials to the ~~RTP file~~ **WPAF**, the file shall be returned to the unit ~~RTP~~ **review** committee for reconsideration of its initial evaluation and recommendation before subsequent levels of review begin their respective evaluations.

During the review process, no material shall be removed from the ~~RTP file~~ **WPAF**.

Approved by the Senate April 7, 2022
Sent to the President April 22, 2022
Approved by the President April 25, 2022

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