

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) -  
Handbook Change**

RES 222309

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the review of the PAF and the WPAF (deletions in ~~striketrough~~, additions in **bold underline**) as specified below:

**305.6.3 Evaluation and Recommendation by the Unit Committee**

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- a. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- b. The unit RTP committee shall prepare a written evaluation and recommendation based ~~primarily~~ on information in the RTP file, **which includes information from both the WPAF (submitted by the faculty under review) and the PAF (maintained by and located in the respective dean's office). All unit committee members must review the contents of the WPAF and sign the WPAF access sheet. At least one unit committee member must review the contents of the PAF and sign the PAF access sheet.**
- c. The evaluation and recommendation shall be approved by a simple majority of the **full** committee. ~~An abstention counts as a negative vote.~~ ~~e.~~ All committee members shall sign the unit RTP committee evaluation and recommendation **indicating their participation in the evaluation process.** Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- d. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.

**306.3 Post-Tenure Review**

- f. The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. The committee shall elect its own chair; ~~who~~

~~participates in the discussion.~~ **The evaluation and recommendation shall be based on information from both the WPAF (submitted by the faculty under review) and the PAF (maintained by and located in the respective dean's office). All unit committee members must review the contents of the WPAF and sign the WPAF access sheet. At least one unit committee member must review the contents of the PAF and sign the PAF access sheet.** The committee evaluation and file shall be forwarded to the appropriate dean.

g. The **department/unit** chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee.

**RATIONALE:** There has been longstanding confusion about the Personnel Action File's (PAF) role in the RTP process especially regarding whether any (or all) unit committee members need to review it. Instructions from the Faculty Affairs Office have not been consistent over the years; some departments regularly consult the PAF while others never do. The *University Handbook* currently does not address the issue. A clear policy is needed.

The official RTP file is the PAF and the review is based on this file (i.e., "Personnel recommendations or decisions relating to retention, tenure, or promotion or any other personnel action shall be based on the Personnel Action File." CBA 15.12.c) ; however, during the review period, the WPAF is considered incorporated into and part of the PAF (see CBA 15.9). By requiring at least one unit committee member review and sign the PAF, the full committee can be informed if there are any pertinent documents that need to be considered from the formal PAF in the dean's office that are not already included within the submitted WPAF. Any unit committee member is permitted to review the PAF during the unit committee review period. Departments that have an established practice of all committee members reviewing the PAF can continue to do so if they wish.

This language was also added to the PTR section for consistency.

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Approved by the Academic Senate: 12/1/2022

Sent to President: 12/12/2022

Approved by President: 12/13/2022