



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Academic Affairs Manual

Code Number: AAPS012.001

Status: Active

Effective Date: March 30, 2006

Subject: Cycle I & Cycle VI Tenure-Track
Working Personnel Action Files

Page: 1 of 1

Cycle I and Cycle VI Tenure-Track Working Personnel Action Files (WPAF)

Newly appointed tenure-track faculty who have been in residence for less than two consecutive semesters do not have an extensive record of teaching, scholarship or creative activity, or service at CSU Dominguez Hills. In this regard, newly appointed tenure-track faculty will not be required to submit extensively documented evidence of teaching, scholarship or creative activities, or service with their spring semester Working Personnel Action File (WPAF). Cycle I, faculty are those hired effective with the fall semester, and Cycle VI tenure track faculty are those hired effective with the spring semester..

The following guidelines are established for the submission of WPAFs by Cycles I and VI tenure-track faculty:

1. First year tenure-track faculty members shall comment/reflect on their record of teaching, scholarship or creative activity, and service.
2. A Professional Plan that includes teaching, scholarship or creative activity, and service shall be developed and included in the WPAF.
3. The Professional Plan and any subsequent revisions shall be evaluated by the department Retention, Tenure, and Promotion (RTP) committee, and coordinator or department chair or equivalent unit head or administrator either together or separately, who shall submit the document with commentary regarding its sufficiency to the college dean or equivalent unit head or administrator.
4. The college dean or equivalent unit head or administrator shall evaluate the Professional Plan to determine whether it represents appropriate advancement toward a positive tenure decision.
5. The evaluations of the Professional Plan and recommendations by the department Retention, Tenure, and Promotion Committee and department chair, together or separately, and college dean or equivalent unit heads or administrators shall be forwarded to the Provost and Vice President for Academic Affairs for final approval. If the Provost approves, the plan will be forwarded to Academic Affairs Personnel Services to be placed in the Personnel Action File of the Cycle I or Cycle VI tenure-track faculty member.
6. In subsequent review cycles when making recommendations regarding retention, tenure, and/or promotion, the various levels of review must consider the Professional Plan and the faculty member's progress in meeting the goals of the plan in teaching, scholarship and creative activity, and service.

Approved: _____

Date: _____