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Academic Senate Policy #S15-272

POLICY ON TRANSITION TO ELECTRONIC WPAFS

PREAMBLE

San Francisco State University's transition to electronic Working Personnel Action Files (eWPAFs) for retention, tenure, and promotion reviews would significantly benefit the university, the faculty, and the staff. Electronic files are environmentally friendly. They can save candidates paper, money, and time, increase the security of files, and provide protection against the risk of losing materials. Additionally, electronic files can accommodate multiple electronic file formats (for example, video and audio files). For reviewers, electronic WPAFs increase access to files; facilitate communication between RTP committee members; and make it easier to find information within the files. For staff, electronic WPAFs save space and reduce processing time. This policy will sunset when the transition to electronic WPAFs is complete.

TIMELINE

All faculty will transition to electronic WPAFs. This policy will be in effect until the transition to eWPAFs is complete. The transition will start for all faculty in Fall 2016, and will be phased in as follows:

All faculty up for retention, tenure, or promotion in Fall 2015 will submit paper WPAFs.

Starting Fall 2016, all faculty up for retention, tenure, and promotion will submit electronic WPAFs with the following exceptions:

Faculty who received a 4th year review in 2014-15 or 2015-16 with a paper-based WPAF will have the choice of submitting paper or electronic files when they come up for retention, tenure, and promotion in 2016-17 or 2017-18.

Faculty who will have a neutral year in 2017-18 (following their 5th-year review in 2016-17 using a paper-based WPAF) will have the choice of submitting paper or electronic files when they come up for tenure and promotion in 2018-19.

All faculty will follow the guidelines for preparing WPAFs (paper or electronic) provided by the Office of Faculty Affairs in the Handbook for Preparing for Tenure and Promotion. Once a faculty member has made the transition to eWPAF, paper files are no longer an option.

eWPAF proposed timeline – Review years: 1st, 2nd, 3rd, 4th, 5th, Tenure & Promotion (T+P), Full

Academic Year	WPAF (paper format)	WPAF (electronic format)	Choice (paper or electronic format)
2015-16	(ALL)		
2016-17		1st, 2nd, 3rd, 4th, Full	5th, Periodic, T+P
2017-18		1st, 2nd, 3rd, 4th, 5 th , Full	T+P
2018-19		(ALL)	T+P after a neutral year

