

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-837-17**

**RESOLUTION ON ELECTRONIC WPAF AND WORKFLOW  
IN FACULTY EVALUATION**

1 WHEREAS, Electronic Working Personnel Action Files (WPAF) and workflow in  
2 faculty evaluation<sup>i</sup> processes are allowed by the collective bargaining  
3 agreement (CBA 15.8<sup>ii</sup>); and  
4

5 WHEREAS, Electronic WPAF and workflow can conform with current official policies  
6 and procedures in place across the university (concerning, for instance, the  
7 structure and contents of Working Personnel Action Files, committee  
8 access to documents, levels of review, timeline of stages of review, etc.);  
9 and

10  
11 WHEREAS, Electronic WPAF and workflow processes can ease the labor involved in  
12 producing and reviewing personnel documents for faculty evaluation; and  
13

14 WHEREAS, Electronic WPAF and workflow processes can adapt to foreseeable  
15 adjustments of any such faculty personnel policies and procedures; and  
16

17 WHEREAS, Electronic WPAF and workflow processes may warrant improvements to  
18 faculty personnel policies and procedures; and  
19

20 WHEREAS, The Academic Senate has determined in AS-752-12 that “the Academic  
21 Senate Faculty Affairs Committee serve as a resource for best RPT  
22 practices;” therefore be it  
23

24 RESOLVED: That the Academic Senate affirm that Cal Poly should implement  
25 electronic (WPAF) and workflow in faculty evaluation processes, and be it  
26 further  
27

28 RESOLVED: That the Academic Senate Faculty Affairs Committee (FAC) shall  
29 incorporate Electronic WPAF and workflow into revisions to university  
30 faculty personnel policies and procedures to be presented to the Academic  
31 Senate for approval, and be it further  
32

33 RESOLVED: That FAC assist the Office of Academic Personnel concerning the policy  
34 and procedural aspects of adapting to Electronic WPAF and workflow,  
35 including the timeline for implementation, and be it further  
36

37 RESOLVED: That any changes to faculty evaluation procedures arising from the  
38 transition to Electronic WPAF and workflow in faculty evaluation shall be  
39 communicated to faculty in a timely fashion consistent with the CBA<sup>iii</sup> and  
40 existing university policies for communicating such changes to faculty.<sup>iv</sup>

Proposed by Academic Senate Faculty Affairs Committee  
Date: March 8, 2017  
Revised: April 4, 2017  
Revised: May 11, 2017

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<sup>i</sup> CBA 15.1 defines “faculty evaluation” as “either a Periodic Evaluation or a Performance Review, and thus this term covers all personnel reviews of faculty, including RPT for tenure-stream faculty, all lecturer reviews, post-tenure reviews, reviews of librarians, coaches, counselors, etc.

<sup>ii</sup> CBA 15.8 states “The contents of the Working Personnel Action File may be compiled and reviewed in electronic format, pursuant to campus policy.”

<sup>iii</sup> CBA 15.3 states “Evaluation criteria and procedures shall be made available to the faculty unit employee no later than 14 days after the first day of instruction of the academic term. Evaluation criteria and procedures shall be made available to the evaluation committee and the academic administrators prior to the commencement of the evaluation process. Once the evaluation process has begun, there shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process.”

<sup>iv</sup> AS-752-12 Resolution on Retention, Promotion, and Tenure focuses on *criteria* for RPT, and not on the *medium* for review documents from candidates (i.e. WPAF) or reviewing bodies (e.g. AP-109 forms). Nevertheless, the change to electronic document workflow is significant for all involved and warrants timely communication to faculty and the relevant staff so they may prepare for the transition and understand the workings of the new system.

# MEMORANDUM

Cal Poly | Office of the President



**To:** Dustin Stegner  
Chair, Academic Senate

**Date:** July 17, 2017

**From:** Jeffrey D. Armstrong  
President

A handwritten signature in blue ink, appearing to read "J. Armstrong".

**Copies:** K. Enz Finken  
M. Pedersen  
A. Liddicoat  
K.D. Brown

**Subject:** Response to Academic Senate Resolution AS-837-17  
Resolution on Electronic WPAF and Workflow in Faculty Evaluation

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I am pleased to acknowledge and support the above-entitled Academic Senate resolution. The decision to incorporate electronic Working Personnel Action Files (WPAF) and workflow will serve to increase the efficiency of the production and review of personnel documents for faculty evaluation.

Please extend my thanks to the Academic Senate Faculty Affairs Committee members and the Academic Senate members for their attention to this important matter.

**RECEIVED**

AUG - 1 2017

**ACADEMIC SENATE**