

I. Guidelines for adding materials to WPAF after the closing date

It is highly recommended that faculty members consult with their RTP committee before deciding to submit a request for materials to be added to the WPAF.

The AS RTP Policy (F11-241) contains a provision that, **under very limited and specific conditions**, allows for materials to be added to the WPAF after the file closing date (conditions outlined below).

The AS RTP policy (F11-241) states:

The WPAF shall be considered complete with respect to documentation of performance for the current cycle of review on the date published in the Executive Calendar. After this date, the insertion of new material into the WPAF shall be limited to those items that became accessible only after this deadline and have been approved for inclusion by College Leave with Pay Committee. Any material inserted after the deadline shall be returned to all earlier levels of review for evaluation and comment beginning with the department peer review committee.

To be compliant with the policy, materials to be added must meet **ALL** of the following criteria:

- Item could not have been available by the closing date of the WPAF
- Item pertains to work that was referenced in the WPAF
- Item pertains to work that was conducted before the closing date

Materials based on any work or activity conducted after the WPAF closing date cannot be added.

Examples of materials that meet the criteria:

- Acceptance letter from a journal re. article that was submitted before WPAF closing date; documentation of the article and reference to its submission were included in WPAF
- Notification of final acceptance for publication of a book; documentation of the manuscript and the prepublication stages of review were included in the WPAF
- Acceptance by a venue of a creative work to be performed or exhibited; documentation and reference to the work and its submission to that particular venue were included in WPAF

Examples of materials that do NOT meet criteria:

- Teaching evaluations completed after WPAF closing date
- Acceptance letter for article that was submitted to a particular journal after the WPAF closing date
- Letters of support from colleagues or students that missed the deadline
- Letters from outside/external reviewers that missed the deadline

II. Process for adding materials:

1. Faculty submits request to College Leave With Pay Committee.

Request should include:

- Routing form (contact Faculty Affairs Office at 415-338-2204 and available on the Faculty Affairs Website at: <https://sites7.sfsu.edu/sites/sites7.sfsu.edu/facaffairs/files/Additional-Materials-to-WPAF-Form.pdf>)

- Memo to College Leave with Pay Committee explaining request
 - Material to be added
2. The LWP Committee determines if materials meet the criteria for addition.
 3. If addition is approved, the request with all supporting documents (routing form, faculty memo, materials to be added) is sent to the Departmental RTP Committee
 4. Starting with the Departmental RTP Committee, each level of review evaluates the materials and writes a comment or addendum to the original report.
 5. Faculty member has 10 days to rebut each level of review's addendum/comment.
 6. Materials along with reviewers' reports/comments and rebuttal statements are forwarded to each level of review until materials catch up with the WPAF.
 7. Reviewers and review committees should review the materials in a timely manner as to not delay the process. The recommendation is for levels of review to take between 1 and 2 weeks to complete their review (or less). Faculty may request that their WPAF be forwarded to the next level of review before their 10-day rebuttal period is completed by sending an e-mail to the Dean of Faculty Affairs (sbunge@sfsu.edu).