

## How to Develop Your Working Personnel Action File (WPAF)

California State University, Fullerton evaluates the teaching performance of temporary faculty according to UPS 210.070 and as reflected in the Working Personnel Action File (WPAF). Temporary faculty (all non-tenure-track faculty) are advised by University Faculty Affairs and Records (FAR) about when they are required to present a WPAF to their School of Nursing Department Personnel Committee, School Director, and College Dean (if required). Generally, the WPAF is due each academic year if you were involved in teaching lecture or clinical courses or other work within the School of Nursing. This document is intended to provide a guide for how to develop the WPAF.

### Preparing A Working Personnel Action File (WPAF) for review

Generally, the contents of the file prepared for a review shall include the following:

- Updated CV (using the School of Nursing (SON) template attached to the SON Department Personnel Standards as an Appendix)
- Summary of assigned duties
- Narrative summary
- Supporting materials: Course outlines, updates to assignments, quizzes, tests, etc.
- Copies of SOQs and SOQ summaries (online at University; see picture below to locate)
- Statistical summaries of grade distributions (online at University; see picture below to locate)
- Statistical summary sheet provided as an Appendix to the School of Nursing Dept. Personnel Standards document. This is completed for all courses for the entire review period by each candidate

Detailed information about the WPAF is provided in UPS 210.070 (see link below)

1. Download and read UPS 210.070—this is the basis for your evaluation.

[http://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups/UPS%20200/UPS%20210.070.pdf](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20210.070.pdf)

Read the entire document, paying close attention to the six educational criteria for educational performance on pages 6-7 of this document. These six criteria are addressed in your narrative about your teaching effectiveness.

2. The School of Nursing voted to use UPS 210.070 as the policy for evaluation of Temporary Faculty. **All Lecturers and Clinical Faculty** are designated as Temporary Faculty regardless of the contract period (course, 1-year, 6-year). There is no additional policy for nursing faculty.
3. Go to the Faculty Affairs and Records (FAR) site for Temporary Faculty (Lecturers/Clinical faculty): <http://www.fullerton.edu/far/evaluations/lecturer.php>

There are links on this web site that will help you to write up and submit all required documents in Interfolio.

4. Scan or label the files for the materials that you will need for your evaluation (listed in order on the Interfolio site). Add the files to Interfolio in the correct area.

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5. There is a candidate rebuttal process available in a limited time frame after each evaluation (School, Director, Dean (as appropriate)). The rebuttal form is in Interfolio, and whether or not the candidate writes a rebuttal, the form must be completed and added to Interfolio.
6. **TIPS for Narrative:**
  - Use the UPS to address items in your narrative
  - Provide examples of changes to your syllabi (if applicable) or course
  - Address ways you have improved your pedagogy, especially where you have made effective changes.
  - Be sure to show how you are demonstrating professional growth and/or teaching expertise updates.
7. Using the Lecturer checklist, retrieve the course grades and student data required as follows:

### Grade Distributions for each course:

The image shows two screenshots from the CSUF Portal. The left screenshot displays the 'Faculty Self Service' dashboard with various links. A red arrow points to the 'Graded Class List' link. The right screenshot shows the 'Student Administration' menu with a red box around the text: 'Click on TITAN Online and select Graded Class List to obtain your grade Distributions.'

**See next pictures of the CSUF Portal to locate your Student Opinion Questionnaires (SOQs). You must also attach the SOQ form that includes student comments for all of your courses.**

Here is the School of Nursing rating criteria for SOQs:

Excellent:	85%-100% A/B ratings or at least 60% A ratings
Good:	75% - 84% A/B ratings
Criteria Not Met:	Less than 75% A/B ratings. This is considered a "low" rating, and therefore is not desirable or satisfactory.

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In your narrative, address your SOQs and student comments for courses taught during your review period.

The screenshot shows a university portal interface. On the left is a navigation menu with various links, each accompanied by a star icon. A red callout box with a red arrow points to the 'SOQ Faculty' link. The main content area on the right is divided into several sections:

- Employee Self Service**
  - My Personal Profile**
    - Personal Information
    - Home Address
  - My Benefits Information**
    - Health Plans Summary
    - Dependents Coverage
    - Life and LTD Plans
    - HCRA & DCRA - (F)
    - Open Enrollment
    - New Hire/Newly Eligible
    - Life Event Changes
  - My Payroll and Compensation**
    - Compensation History
    - Employee Pay Stub
- My Courses - Fall 2018**
  - CSUF Student Handbook**
    - View Course Material: 2018-2019 Student Handbook (Free)
  - Fall 2018 HONR 497-65 19106** ( Add Course Attendance , Download )
    - Honors Project
  - Fall 2018 NURS 452-50 14898** ( Add Course Attendance , Download )
    - Leadership/Management WEB-OC
  - Fall 2018 NURS 470-51 14900** ( Add Course Attendance , Download )
    - Art & Science of Nursing WEB-OF
    - View Course Material: Adult Development+aging ( Add to Titan )
  - Fall 2018 NURS 470-50 14899** ( Add Course Attendance , Download )
    - Art & Science of Nursing WEB-OF
    - View Course Material: Adult Development+aging ( Add to Titan )

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Several SOQ forms are required. Be sure to add student comment forms for each course.

### Spring 2018

[NURS SPRING Summary](#)

[NURS 470A-50 marshaorr Comments](#)

[NURS 470A-50 marshaorr Statistics](#)

[NURS SPRING marshaorr Summary](#)

School of Nursing summaries for all faculty all courses

Student comments and statistics for each individual course you taught

Summary of SOQs for ALL courses you taught this semester