



## CHECKLIST FOR VALIDATION OF WPAF

Validation provides an opportunity for the candidate to complete and correct their WPAF before the review process begins. If any inconsistencies or missing items are discovered in the WPAF after validation, at any level of review, the WPAF will be returned to the College RTP Rep for correction by the candidate.

---

### DEPARTMENT COORDINATOR - Checklist for WPAF Validation

---

#### Personnel Data Summary (PDS)

- PDS Cover Sheet - Correct, complete, and signed by candidate
- PDS Form - Correctly formatted and complete
- Courses Taught chart is complete (data is present in all 7 columns of the PDS table). List courses in reverse chronological order. College of Education (only) candidates must include courses taught in summer session. College of Extended Studies courses cannot be included for any faculty member.
- Teaching evaluations, syllabi, and major exams / assignments - complete set uploaded.

#### Teaching Effectiveness – choose ONE

No more than 5 single items:

- since degree or the last six (6) years, whichever is shorter, or since last promotion;
- OR**
- since appointment or the last three (3) years, whichever is longer.

#### Professional Growth - choose ONE

No more than 5 single items:

- since degree or the last six (6) years, whichever is shorter, or since last promotion;
- OR**
- since appointment or the last three (3) years, whichever is longer.

#### Service - choose ONE

No more than 5 single items:

- since degree or the last six (6) years, whichever is shorter, or since last promotion;
- OR**
- since appointment or the last three (3) years, whichever is longer.

#### Curriculum Vitae

- Correctly formatted. See Faculty Advancement website.

---

### FACULTY COMMITTEE MEMBER or CHAIR - Checklist for WPAF Validation

---

The department chair/school director or any member of the department/school peer review committee may validate the WPAF.

1. Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
2. For all professional growth items included in the WPAF as significant items or indicated on the CV, verify that the following information (if applicable to the item) is represented accurately and completely:
  - Peer review status: each item should indicate whether the manuscript underwent peer review or whether the creative work was invited or juried
  - Page length
  - Authorship / PI status
  - Other status or quality indicators provided by the candidate (eg., journal acceptance rate)