SAN DIEGO STATE
UNIVERSITY

LIBRARY AND INFORMATION ACCESS
VALIDATION CHECKLIST

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 RTP Rep for correction by the candidate.

Personnel Data Summary (PDS)
- ❑ Candidate Statement is a maximum of 3 pages.
- ❑ Brief summary included for each area (Library Service Effectiveness Professional Growth, Service).
- ❑ Curriculum Vitae is in the correct format/using template. See Faculty Advancement website.
- ❑ Prior Years' Performance Review Letters (periodic evaluations are no longer required).
- ❑ Library Criteria.

Library Service Effectiveness (5 significant items)
- ❑ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ❑ Significant items should be since degree or the last six (6) years, whichever is shorter, or since last promotion.

Professional Growth (5 significant items)
- ❑ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ❑ Significant items should be since degree or the last six (6) years, whichever is shorter, or since last promotion.

Service (5 significant items)
- ❑ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ❑ Significant items should be since degree or the last six (6) years, whichever is shorter, or since last promotion

By signing below, I certify that all materials have been validated and adhere to division policy requirements.

_____   _____   _____
Print Name   Signature   Date