

## **LATE-ADD INSTRUCTIONS 2018-2019**

The CBA 15.12b, requires that a specific date be established when the Working Personnel Action File (WPAF) shall be declared complete or closed with respect to documentation of performance for the purpose of evaluation. After this date, items may not be added directly by the candidate to the WPAF. In compliance with this article, a late-add committee is designated as the committee to determine when an item can or cannot be added to the file.

### DEADLINES

**February 15** Submission deadline for all reappointment, tenure, and promotion candidates. Candidates who receive an initial terminal year recommendation from UPTRP may submit late-add items until the response/rebuttal date in UPTRP's letter.

### ELIGIBLE FOR LATE-ADD

- Notification that a grant or prize has been awarded since the closing date of the file.
- Notification that a peer-reviewed article, book manuscript or equivalent creative activity has been accepted for publication or equivalent since the closing date of the file.
- Notification that a peer-reviewed article or book manuscript has been delivered to the publisher and is "in press" since the closing date of the WPAF.
- Notification that a peer-reviewed article or book has been published since the closing date of the WPAF.
- Documentation related to juried or curated exhibitions and performances occurring after the closing date of the WPAF.
- Fall student evaluations evidencing improvement or innovation.
- External review letters received after the closing date of the WPAF.

### NOT ELIGIBLE FOR LATE-ADD

- Revise and re-submit of an article, book manuscript, etc.
- Item was accessible to the candidate before the WPAF closing date.
- Letters of recommendation written on behalf of the candidate after the WPAF closing date.

### LATE-ADD PROCESS

**STEP 1:** Candidates who would like to submit a late-add shall contact their department coordinator or college RTP rep to initiate the late-add process within Interfolio. **Please DO NOT send late-add items to directly to the department, college, or Faculty Advancement.**

**STEP 2:** The department coordinator or college RTP rep will create a Late-Add Case in Interfolio. Candidate will be sent an email to upload one late-add item for each late-add case created.

**STEP 3:** Candidate will need to complete the Interfolio Late-Add Form for each item by providing their name, department/school, college, name of item to be added, and selecting the type of late-add from the options provided. At that point the candidate uploads the late-add document

directly into their Interfolio packet. **Items do not have to be referenced/noted in the PDS, OAK, or CV in order to be considered for late inclusion in the WPAF.**

**STEP 4:** Upon case submission, Faculty Advancement will route the late-add to a designated peer review committee for approval of inclusion to the WPAF. All approved late-add materials will be forwarded to each reviewing body, in sequential order, for consideration. Each reviewing body evaluates the item and reconsiders its recommendation based on the new material.

- If the reevaluation of the WPAF based upon the late-add material does not change a **positive** recommendation, indicate this in a letter to the candidate (see Sample Late-Add Letter on the Faculty Advancement website).
- If the reevaluation of the WPAF based upon the late-add material does not change a **negative** recommendation, it is **mandatory** to include an explanation; indicate this in a letter to the candidate (see Sample Late-Add Letter on the Faculty Advancement website).
- If the reevaluation of the WPAF based on the late-add material changes a **negative** recommendation to a **positive**, indicate this in a letter to the candidate (see Sample Late-Add Letter on the Faculty Advancement website).

When each reviewing body has written their Late-Add Letter, upload the letter to Late-Add Case, and then the case will be moved forward.

**STEP 5:** When late-add materials have reached the custodian of the WPAF/“Packet,” based on the case review step, the Department Coordinator, College RTP Representative, or Faculty Advancement will upload all late-add materials into the Interfolio “Late-Add” section of the *Original Case*. However, each Late-Add Letter shall be uploaded to the corresponding documents section by which the letter was derived (i.e., the Late-Add Letter from the Department Chair shall be added to the “Department Review” section). Subsequent levels of review will consider the materials along with the entire WPAF/“Packet” as a whole.

**Timely review is essential to the process. Because of time limitations, no response or rebuttal is permitted in the late-add process. Committees are urged to complete the evaluation promptly and forward it to the next reviewing body.**

Note: All late-adds must be requested, uploaded, and submitted by candidate by the deadline.

Note: Please only upload one late-add item for each late-add case created.