



LATE-ADD INSTRUCTIONS AND FORM

The late-add process allows for candidates to add materials becoming “accessible” after the WPAF closing date. Email the Office of Faculty Advancement (facultyadvancement@mail.sdsu.edu) to initiate the late-add process within Interfolio to upload the form and item. Late-add items are subject to screening for eligibility. **Late-Add Deadline: Dec 1 (2nd Yr) March 1 (3rd Sub & Prom).**

NAME OF CANDIDATE _____

DEPARTMENT/SCHOOL _____ COLLEGE _____

NAME OF ITEM TO BE ADDED _____

TYPE OF PERMITTED LATE-ADD ITEM (Check one)

Notification that a grant or prize has been awarded since the closing of the WPAF.

Notification that a peer-reviewed article or book manuscript has been accepted for publication since the closing of the WPAF.

Notification that a peer-reviewed article or book manuscript has been delivered to the publisher and is “in press” since the closing of the WPAF.

Notification that a peer-reviewed article or book has been published since WPAF closing.

Fall teaching evaluations evidencing improvement or innovation.

External review letters received after the closing of the WPAF.

UPTRP Late-Add Subcommittee

We have reviewed the attached material and approve its inclusion in the WPAF. Yes No

Department/School Peer Review Committee

The material does not alter our earlier recommendation.

The material does change our recommendation to _____.

This material was added to the WPAF and reviewed prior to making an initial recommendation.

Print Name _____ Signature _____ Date _____

Department Chair / School Director

The material does not alter my earlier recommendation.

The material does change my recommendation to _____.

This material was added to the WPAF and reviewed prior to making an initial recommendation.

Print Name _____ Signature _____ Date _____

College Peer Review Committee

The material does not alter our earlier recommendation.

The material does change our recommendation to _____.

This material was added to the WPAF and reviewed prior to making an initial recommendation.

Print Name _____ Signature _____ Date _____

Dean

The material does not alter my earlier recommendation.

The material does change my recommendation to _____.

This material was added to the WPAF and reviewed prior to making an initial recommendation.

Print Name _____ Signature _____ Date _____

University Promotions and Tenure Review Panel

The material does not alter our earlier recommendation.

The material does change our recommendation to _____.

This material was added to the WPAF and reviewed prior to making an initial recommendation.

Print Name _____ Signature _____ Date _____

Dept. Coordinators and College RTP Representatives: If a recommendation was changed, upload a revised PDS Cover Sheet to the Original case.