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Internal Use Only

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.

Department/School Peer Review Committee

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

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.