



CHECKLIST FOR VALIDATION OF WPAF **DIVISION OF STUDENT AFFAIRS**

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
- Student evaluations and satisfaction surveys and syllabi - complete set uploaded.

Counseling 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 to the University and Committee – 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 [CV Template & Instructions](#).

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 information is represented accurately and completely.