# DIVISION OF STUDENT AFFAIRS

# UNIVERSITY PERSONNEL DATA SUMMARY (PDS) COVER SHEET

Name: _____ Red ID: _____

Unit: _____ Division: _____

Present Rank: Student Services Professional, Academic Related, Range: ☐ I ☐ II ☐ III

Appt. Date: _____ Current Probationary Year: _____ Tenure Date: _____ Last Promotion Date: _____

| Request | Validation |
|---|---|
| ☐ 3rd Probationary Year (Currently in 2nd Yr)<br>☐ Successor 3-Year Prob. Contract (Currently in 3rd Yr)<br>☐ Promotion to SSPAR II<br>☐ Promotion to SSPAR III<br>☐ Tenure<br><br>_____ _____<br>Candidate's Signature Date | This section is to be completed by the validation designee before deliberations begin by published deadline date. Use the **Validation Check Sheet for the WPAF** as a guide. The signature below certifies that the WPAF has been validated:<br><br>_____<br>Validation (Print Name)<br><br>_____ _____<br>Validation Signature Date |

## Recommendations

| | |
|---|---|
| ☐ 3rd Probationary Year (Currently in 2nd Yr)<br>☐ Successor 3-Year Prob. Contract (Currently in 3rd Yr)<br>☐ Promotion to SSPAR II<br>☐ Promotion to SSPAR III<br>☐ Tenure<br>☐ Not Recommended<br>☐ Not Recommended/Termination<br>☐ Not Recommended/Terminal Year<br>☐ No Recommendation (undecided) | ☐ Not Eligible/Applicable<br><br>_____<br>Chair, Division Peer Review Committee (Print Name)<br><br>_____ _____<br>Signature Date |
| ☐ 3rd Probationary Year (Currently in 2nd Yr)<br>☐ Successor 3-Year Prob. Contract (Currently in 3rd Yr)<br>☐ Promotion to SSPAR II<br>☐ Promotion to SSPAR III<br>☐ Tenure<br>☐ Not Recommended<br>☐ Not Recommended/Termination<br>☐ Not Recommended/Terminal Year<br>☐ No Recommendation (undecided) | ☐ Not Eligible/Applicable<br><br>_____<br>Director (Print Name)<br><br>_____ _____<br>Signature Date |