



VALIDATION CHECKLIST

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.

Personnel Data Summary (PDS)

- Candidate Statement is a maximum of 3 pages
- Brief summary included for each area (teaching, professional growth, and service)
- Courses Taught chart is complete
 - All courses taught in the last 6 semesters, if applicable
 - List courses in reverse chronological order
 - Data is present in all 7 columns of the PDS table
 - *College of Education candidates must include courses taught in summer session
 - *College of Extended Studies courses cannot be included for any faculty member
- Curriculum Vitae is in the correct format/using template. See Faculty Advancement website.
- Prior Years' Performance Review Letters (periodic evaluations are no longer required)
- Departmental and college criteria.

Teaching Effectiveness (5 significant items)

- Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- Significant items should be since degree or the last six (6) years, whichever is shorter, or since last promotion;
- Student evaluations, syllabi, and major exams/assignments – last 6 semesters.

Professional Growth (5 significant items)

- Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- Significant items should be since degree or the last six (6) years, whichever is shorter, or since last promotion;
- Peer review status: each item should indicate the degree to which the manuscript underwent peer review or whether the creative work was juried and/or reviewed.
- Accuracy of the citation, including page length
- Authorship/PI status, including relative contribution of the candidate to the publication or equivalent.
- Accuracy of other status or quality indicators provided by the candidate (eg., journal acceptance rate)

Service (5 significant items)

- Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- Significant items should be since degree or the last six (6) years, whichever is shorter, or since promotion.

By signing below, I certify that all materials have been validated and adhere to departmental policy requirements.

Print Name

Signature

Date