

LATE-ADD INSTRUCTIONS

The CBA 15.12b requires that a specific date be established when the Working Personnel Action File (WPAF) shall be declared complete or closed with respect to documentation of performance for the purpose of evaluation. After this date, items may not be added directly by the candidate to the WPAF, but can be considered for inclusion by following the guidelines below. Items do not have to be referenced/noted in the Personnel Data Summary (PDS) or CV in order to be considered for late inclusion in the WPAF. In compliance with this article, a late-add committee is designated to determine whether an item may be added to the file.

Deadlines

February 15 Submission deadline for late-add items for all reappointment, tenure, and promotion candidates. Candidates who receive an initial terminal year recommendation from UPTRP may submit late-add items until the response/rebuttal date in UPTRP's letter.

Eligible for Late-Add

- Notification that a grant or prize has been awarded since the closing date of the WPAF.
- Notification that a peer-reviewed article, book manuscript, or equivalent creative activity has been accepted for publication or equivalent since the closing date 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 date of the WPAF.
- Notification that a peer-reviewed article or book has been published since the closing date of the WPAF.
- Documentation related to juried or curated exhibitions and performances occurring after the closing date of the WPAF.
- Fall semester student evaluations.
- Response/rebuttals to Fall semester student evaluations.
- External review letters received after the closing date of the WPAF.

***Note: Candidates are required to explain how the late-add represents a change in status and indicate that the documentation provided clearly indicates a change in status (i.e., copy of contract, email from director indicating manuscript in press, etc.)**

NOT Eligible for Late-Add

- Revise and re-submit notices for an article, book manuscript, etc.
- Any item accessible to the candidate before the WPAF closing date.
- Letters of recommendation.
- Personal letters/emails from students.

Late-Add Process

- STEP 1:** Candidates who would like to submit a late-add contact their department coordinator or college RTP rep to initiate the late-add process within Interfolio.
- STEP 2:** The department coordinator or college RTP rep creates a Late-Add Case in Interfolio for each late-add item and the candidate will receive an email notification for each. Candidate should only upload one late-add item for each late-add case created. (*Staff are not permitted to upload materials on your behalf.*)
- STEP 3:** Candidate completes the Late-Add Form (in Interfolio as a packet requirement) for each item, then upload the late-add document directly into their Interfolio packet.
- STEP 4:** Faculty Advancement routes the late-add to a designated peer review committee for approval. All approved late-add materials will be forwarded to each reviewing body. Only reviewing bodies that have provided *unfavorable* recommendations may revise their recommendations.
- If the reevaluation of the WPAF based upon the late-add material does not change an **unfavorable** recommendation, this will be indicated in a letter to the candidate, with an explanation (see Sample Late-Add Letter on the Faculty Advancement website).
 - If the reevaluation of the WPAF based on the late-add material does change an **unfavorable** recommendation to a **favorable**, this will be indicated in a letter to the candidate, with an explanation (see Sample Late-Add Letter on the Faculty Advancement website).

Each reviewing body should seek staff assistance in uploading its letter to the late-add case.

- STEP 5:** When late-add materials have reached the custodian of the WPAF/“Packet,” appropriate staff will upload all late-add materials into the Interfolio “Late-Add” section of the *Original Case*. Late-Add Letters shall be uploaded into the corresponding section: i.e., the Late-Add Letter from the Department Chair shall be added to the “Department Review” section. Subsequent levels of review will consider the materials along with the entire WPAF/“Packet” as a whole.

Timely review is essential to the process. Because of time limitations, no response or rebuttal is permitted in the late-add process. Committees are urged to complete the evaluation promptly and forward the late-add item to the next reviewing body.