

**DIVISION OF STUDENT AFFAIRS  
VALIDATION CHECKLIST**

(To be completed by division peer review committee member.)

Candidate Name: \_\_\_\_\_

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 reviewer should contact the Division RTP Rep or the Office of Faculty Advancement for correction by the candidate.

**Personnel Data Summary (PDS)**

- ☐ Statement included for each area (counseling effectiveness, professional growth, and service.)
- ☐ Curriculum Vitae is in the correct format/using template. See Faculty Advancement website.
- ☐ Prior years' performance review letters (periodic evaluations are no longer required).
- ☐ Division criteria.

**Counseling Effectiveness and Achievements** (5 significant items)

- ☐ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ☐ Significant items should represent efforts during the probationary period, or (for faculty seeking promotion to SSPAR III) since last promotion. (Items from an academic appointment at another university are permitted. For faculty seeking tenure and promotion, so long as they date within the probationary period. For faculty seeking promotion to SSPAR III, so long as they date within the time in rank.)

**Professional Growth** (5 significant items)

- ☐ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ☐ Significant items should represent efforts during the probationary period, or (for faculty seeking promotion to SSPAR III) since last promotion. (Items from an academic appointment at another university are permitted. For faculty seeking tenure and promotion, so long as they date within the probationary period. For faculty seeking promotion to SSPAR III, so long as they date within the time in rank.)

**Service** (5 significant items)

- ☐ Verify that each "significant item" represents one accomplishment, not a "group" of accomplishments.
- ☐ Significant items should represent efforts during the probationary period, or (for faculty seeking promotion to SSPAR III) since last promotion. (Items from an academic appointment at another university are permitted. For faculty seeking tenure and promotion, so long as they date within the probationary period. For faculty seeking promotion to SSPAR III, so long as they date within the time in rank.)

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date