

## VALIDATION CHECKLIST

(To be completed by department chair/school director or department/school 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 College RTP Rep or the Office of Faculty Advancement for correction by the candidate.

### Personnel Data Summary (PDS)

- ☐ Statement included for each area (teaching, professional growth, and service).
- ☐ Course Listing is complete
  - All courses taught in the last six (6) active semesters, if applicable
  - List courses in reverse chronological order
  - Data is present in all columns of the PDS table
    - College of Education candidates must include courses taught in summer session
    - SDSU World Campus 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 optional)
- ☐ 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 represent efforts during the probationary period, or (for faculty seeking promotion to Professor) 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 Professor, so long as they date within the time in rank.)
- ☐ Student evaluations (qualitative and quantitative), syllabi, and major exams/assignments – last six (6) active semesters.

### 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 Professor) 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 Professor, so long as they date within the time in rank.)
- ☐ Peer review status: each item should indicate whether 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 represent efforts during the probationary period, or (for faculty seeking promotion to Professor) 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 Professor, so long as they date within the time in rank.)

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date