Retention, Tenure, and Promotion (RTP) Information for the AY 24/25 REVIEW CYCLE

IMPORTANT DATES FOR ALL FACULTY

- [Personnel Action Dates Calendar](#)

FOR ALL AY 2024-2025 SUBMISSIONS

- 2024-2025 reviews will use Google Drive for your Working Personnel Action File (WPAF), Periodic Evaluation (PE), or Modified Performance Review (MPR).

  To access your Working Personnel Action File (WPAF), login to your Google Drive hosted by Humboldt.edu. Go to "Shared With Me."

  Go to the folder marked "WPAF."

  Go to the folder marked "AY 2024/2025."

  Inside the "AY 2024/2025" folder, you will find the folders, forms, and instructions you will need to complete a Performance Review, a Periodic Evaluation, or a Modified Performance Review.

- Use the file naming conventions in the naming conventions section, below.

FOR FACULTY COMPLETING A FULL REVIEW / WPAF

- For more detailed instructions for completing your WPAF, see the [Guidelines for Preparation of the Working Personnel Action File](#).

FOR FACULTY COMPLETING A PERIODIC EVALUATION OR MODIFIED PERFORMANCE REVIEW

- The documentation you need for your PE or MPR is in your Google Drive under WPAF > AY 2024-2025. There, you will find folders and forms for a cover page, your Professional Development Plan (PDP), letters from reviewers, and student course evaluations.
- For more detailed instructions for completing your PE or MPR, see the [Guidelines for the Preparation of the Periodic Evaluation](#).

Use these naming conventions consistently for the files you upload to Google Drive for your AY 2024-2025 review. Remember that the date should always be the first part of a file name and expressed in year-month-day order.

Appointment, Promotion & Leave Documentation
Date, Candidate Last Name, Document Description

2022-6-1 Wilson Tenure & Promotion Letter
2020-4-1 Jones Appointment Letter
2019-12-4 Smith Sabbatical Leave Approval Letter

Evaluative Letters
Date, Last Name of Letter Writer, Document Description, Area(s) of Performance Addressed 2023-11-15 Rock Letter - Teaching

2024-1-15 Payper Letter - Scholarship, Service
2023-12-15 Seesor Student Letter - Teaching, Scholarship

Course Evaluations
Date, Semester, Year, Course, Course Name

2024-5-15 Spring 2024 SOC 104 Introduction to Sociology
2023-12-15 Fall 2023 ANTH 103 Biological Anthropology

RTP Reviewer Letters (Committees & Administrators)
Date, Evaluator, Description, Candidate Last Name

2023-3-24 Dean's Periodic Evaluation Letter – Smith
2022-9-14 IUPC Recommendation Letter – Jones

Candidate Response Letters (Designees)
Date, Response to Evaluator, Description, Candidate Last Name

2022-9-18 Response to IUPC Recommendation Letter – Jones

Before filing your materials, check to see that your files are viewable in Google Drive in reverse chronological order (from most recent to oldest):

- Go to drive.google.com on your computer
- Click My Drive > Shared With Me in the side panel
- Select list layout
- Click Name
- Click the up or down arrow to reverse the order