

**LATE ADD INSTRUCTIONS:
ADDITION OF NEW EVIDENCE AFTER THE WPAF HAS CLOSED
(a.k.a. Late Add Submission to the WPAF)**

The RTP calendar shall specify the date by which all WPAFs will close to additional evidentiary data for each EVALUATION/REVIEW cycle. The Department/Unit personnel committee will inform and assist the candidate in building an appropriate set of evidence prior to the closure. After the WPAF is closed, additional material may be inserted only under the following circumstances (FPPP 8.1.2.b.1)

- 8.1.2.b.1. Material received while the WPAF is still open may be inserted by appropriate parties even if the candidate's notification period (the time allowed to a faculty member for response to an item being placed into the PAF) extends past the closing date.
- 8.1.2.b.2 The Department *Personnel Committee* may insert material resulting from its meeting with the candidate, prior to writing its *report*.

Insertion of any other material after the WPAF is closed must have the approval of the College Personnel Committee, and shall be limited to items that became accessible only after the date of closure. Material inserted in this fashion shall be returned to the Department/Unit Personnel Committee for review, evaluation, and comment before consideration at subsequent LEVELS OF REVIEW. Likewise, material may be removed from the WPAF only with the approval of the College Personnel Committee, and the Department/Unit Personnel Committee shall make its review, evaluation, and comment before consideration at subsequent Levels of Review (FPPP 8.1.2.c).

The intent of this language is to provide for the relatively rare possibility that a candidate receives notice after the closing date that a paper has been accepted for publication and/or any other significant event has occurred which may impact the recommendation. The crucial point here is that the material became available only after the file closure.

Instructions for submitting/processing new evidence (material):

1. Deliver a completed "Late Add Form" along with the new evidence to your dean's office.
2. The Dean's office will forward the late-add evidence to the college personnel committee. A decision is made whether or not the submitted evidence meets the criteria for admission to the WPAF. The candidate is notified in writing of the committee's decision.
3. Evidence not approved for addition to the WPAF will be returned to the candidate or submitter.
4. Evidence approved for addition to the WPAF shall be reviewed by each prior LEVEL OF REVIEW and a decision will be made as to whether or not the new evidence changes the earlier recommendation. If it does, the prior levels of review will revise their report. (The prior report will be kept until after the review process is complete.) If the new evidence

does not alter the earlier recommendation by the committee, that decision is indicated on the Late-Add Form and no new report is written. The evidence is then forwarded to the next level of review to continue the process. When the new evidence reaches the custodian of the WPAF, the document will be added to the appropriate section in the WPAF. At that point in time, subsequent levels of review will consider the evidence along with the entire WPAF as a whole.

It is important to note that evidence is to be reviewed sequentially by each level of review. Subsequent levels of review are to have the benefit of the evaluation and comment of prior levels of review. To ensure that the evidence proceeds through the chain of review in a timely manner, it is essential that each level of review promptly evaluate the evidence and forward it to the next reviewing body. Candidates will not be notified about the progress of the evidence, unless the previous recommendation is changed.