

RTP: Logging Collegial/Evaluative Letters in CAHSS

- ❖ Collegial/evaluative letters may be submitted electronically or in hardcopy.
 - If letters are received by the IUPC Chair or the Department Chair, the letters should be forwarded to the **department designee** (department ASC or other designee) for logging*.
 - IUPCs or Department Chairs are responsible for verifying the source of evaluative letters.
 - Letters received electronically by the IUPC Chair, Department Chair, or department designee do not need to be signed.
 - Letters received electronically directly by the candidate must have a signature by the author of the letter.
 - If unsigned, IUPC or Department Chairs should ask letter writers to resend letters directly to the department designee.
 - Hard copy letters must be signed by the author.
- ❖ The department designee will maintain a log of evaluative letters received by the Department (see APS website for Evaluative Letter Log Template - <https://hraps.humboldt.edu/evaluative-letter-log-template>).
 - Once the letters have been logged, the department designee will provide electronic copies of letters to the candidate for inclusion in their file.
 - Any letters received in hard copy should be scanned and sent electronically to the candidate.
 - The following recommended document naming conventions should be used when saving and sending the letters electronically:
 - **EVALUATIVE LETTERS**
 - Date, Last Name of Letter Writer, Document Description
 - *Ex) 12-1-2015 Jones Letter*
 - *Ex) 10-4-2014 Smith Letter*
 - When sending letters to candidates, the following language should be used in the electronic notification:

The attached evaluative letter was received in the Department of [Department Name] on [DATE]. You are responsible for uploading this letter into your electronic Working Personnel Action File (eWPAF). Your IUPC Chair will verify that this letter is included in your eWPAF upon submission. The letter will be moved into your Personnel Action File (PAF) upon the completion of this evaluation cycle. As with all evaluative materials in your eWPAF, you have the right to append a response/rebuttal to this letter.

- IUPC Chairs or college designee (Personnel Analyst) do not need to be copied on this notification.
- ❖ Candidates are responsible for uploading/including **ALL** logged letters in their eWPAF, with the exception of Section 5: Letters from Personnel Committees, which will be completed and submitted during the review cycle.
 - Candidates must complete their files by the file due date listed in the Personnel Action Dates (<https://hraps.humboldt.edu/aps-calendars>); however, they will continue to have access through the file close date (about 1 week after the file due date).
 - Letters received up through the “file close” date should be included in the file.
 - Candidates have access to upload documents until midnight on the “file close” date.
 - Prior to the file close date, candidates should ask their department designee for a copy of the letter log to ensure that the log matches the letters that have been uploaded and listed in their file.
 - Any letter missing should be added to the eWPAF.
 - If access has been removed before a letter can be uploaded, but it was received in a timely manner (before the file close date), the Department should forward the letter to the college designee for inclusion in the file.
 - After a file is submitted and before it closes, the IUPC must verify that **ALL** letters/documents have been included in the candidate’s eWPAF.
 - The IUPC must review the candidate’s Personnel Action File (PAF) maintained in the College to ensure that letters/documents are not missing from the eWPAF and document this review by signing and dating the PAF log.
 - The IUPC must review the letter log in the department to ensure it matches the letters that have been uploaded in the candidate’s eWPAF and document this review by either:
 - Writing a separate memo verifying that letters logged by the department designee have been included in the eWPAF and uploading the memo to the candidate’s file under Section 6: Documents – IUPC Verification of Letters before the file close date.
 - Including a statement in the recommendation letter addressed to the Dean that review and verification of letters logged by the department designee have been included in the eWPAF after the file has been closed and reviewed.

- ❖ Once the file is closed and the review process is underway, the department designee should send any original letters (hard copy with wet signatures) to the college designee for submission into the candidate's PAF.

*Department designees are responsible for receiving evaluation materials and logging them as appropriate. It is up to Department Chairs, IUPC chairs, assigned faculty mentors, the College Office and APS to assist faculty with soliciting materials and constructing RTP files.