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**Date:** February 22, 2021

**To:** Talia Bettcher, Chair  
Academic Senate

**From:** Heidi R. Riggio, Chair  
Faculty Policy Committee

**Copies:** N. McQueen, D. Fazzi, J. Lazo-Uy, R. Roquemore, V. Salcido, K. Franklin

**Subject:** **Proposed Policy Modification for Chapter VI (Section B) of the *Faculty Handbook* FPC 20-16: Personnel Accomplishments Report (PAR)**

FPC is submitting a modification of the policy, Personnel Accomplishments Report (PAR), for several reasons. First, the language included in the current policy referring to the PIF, WPAF, etc., is confusing and outdated, including given the recent adoption of electronic submission of such materials. The current policy is also unclear as to the nature of the PAR, the new term used to refer to the formerly so-called “brag sheet.” The policy is also modified to reflect differences in required materials to be submitted depending on if the faculty person is a temporary or permanent faculty member and whether the evaluation is a periodic evaluation or a performance review. While evidence of accomplishments outlined in the PAR is a required submission for permanent faculty undergoing performance reviews, such evidence is not required for permanent faculty undergoing a periodic evaluation. The modification also indicates that for temporary faculty, inclusion of evidence outlined in the PAR is always required for all types of review.

FPC discussed the modification at its meetings of February 15 and February 22, 2021, and voted unanimously to approve the modification on February 22, 2021.

Specific changes include:

- Line 2: We added the word “evaluations” to clarify the difference between periodic evaluations and performance reviews.
- Line 3: We substituted the word “submitting” for “providing” as it more clearly reflects current use of submission of electronic materials for all RTP evaluations.
- Line 3: We eliminated reference to the “working personnel action file (WPAF)” as this term is no longer currently used in the electronic submission format and is confusing to faculty.
- Lines 4-5: We added the words “cover sheet” to required materials, replacing the term “personnel information form (PIF),” which is often confused with the PAR (the brag sheet).
- Line 5: We added the words “a narrative statement” to more clearly describe the PAR and to be consistent with language currently used in Interfolio for submission of RTP materials.

- Lines 7-10: We added new language describing when permanent faculty must submit evidence for accomplishments outlined in the PAR and when it is optional (as well as eliminating previous language that is redundant).
- Lines 10-12: We added language to indicate that evidence of accomplishments outlined in the PAR is always required for temporary faculty undergoing periodic evaluations and range elevation reviews.
- Lines 14-15: We added language referring to required materials.
- Line 16: We replaced the word “their” to refer more specifically to the “faculty member’s” accomplishments.
- Lines 16-17: We eliminated another reference to the “PIF,” and replace it with the more illustrative term “cover sheet,” which is also currently used in Interfolio for RTP submissions.
- Line 17: We specified the placement of submitted materials into the permanent personnel action file.

1 Personnel Accomplishments Report (PAR)

2 Faculty members undergoing periodic EVALUATIONS or performance reviews are responsible for  
3 providing SUBMITTING the following materials to their working personnel action file (WPAF) before the  
4 published file closure date: a COVER SHEET, A current curriculum vitae, a personnel information form  
5 (PIF) with a AND A personnel accomplishmentS report (PAR), WHICH IS A NARRATIVE STATEMENT  
6 that summarizes and describes the faculty member's activities and accomplishments during the period  
7 under review, and evidence of these activities and accomplishments. INCLUSION OF EVIDENCE OF  
8 ACCOMPLISHMENTS OUTLINED IN THE PAR IS REQUIRED FOR PERMANENT FACULTY  
9 UNDERGOING PERFORMANCE REVIEWS, BUT IT IS OPTIONAL FOR PERMANENT FACULTY  
10 UNDERGOING A PERIODIC EVALUATION. INCLUSION OF EVIDENCE OF ACCOMPLISHMENTS  
11 OUTLINED IN THE PAR IS REQUIRED FOR PERIODIC EVALUATIONS AND RANGE ELEVATION  
12 REVIEWS OF TEMPORARY FACULTY. Departments/divisions/schools and colleges may have  
13 additional requirements.

14 Failure to provide these REQUIRED materials shall not in itself be deemed prejudicial. However, unless  
15 faculty members provide these REQUIRED materials, evaluation committees may have difficulty  
16 evaluating their THE FACULTY MEMBER'S accomplishments. When submitted, THE COVER SHEET,  
17 the curriculum vitae, the PIF, and THE PAR are placed in the faculty member's PERMANENT personnel  
18 action file, and are used in making retention, tenure, and promotion recommendations.

