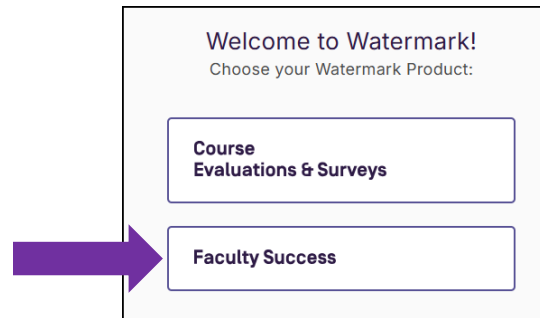


## Guide for Inputting Materials into Your RTP File

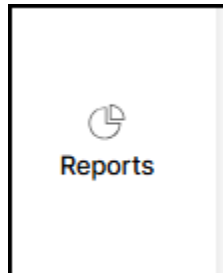
1. Log into your [MyCalstateLA](#) profile.
2. Select **Watermark** from the Quick Launch under Academics.



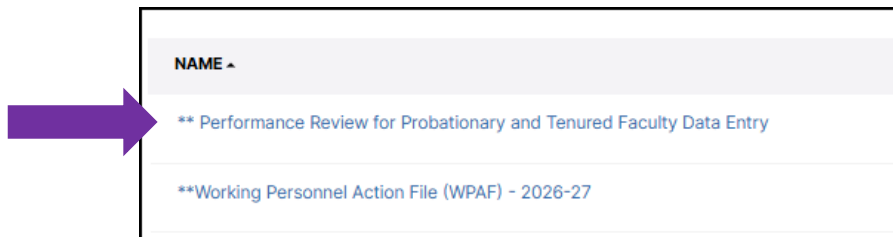
3. Select **Faculty Success**.



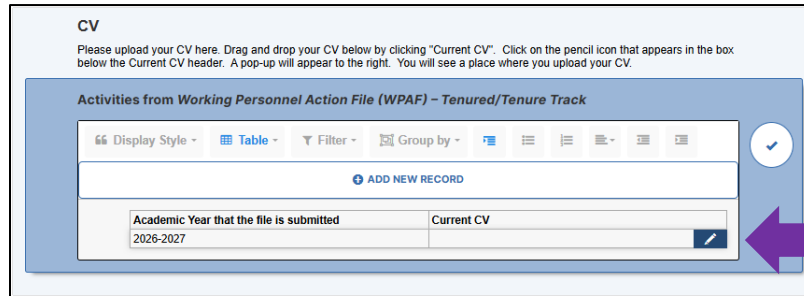
4. On the left pane, select **Reports**.



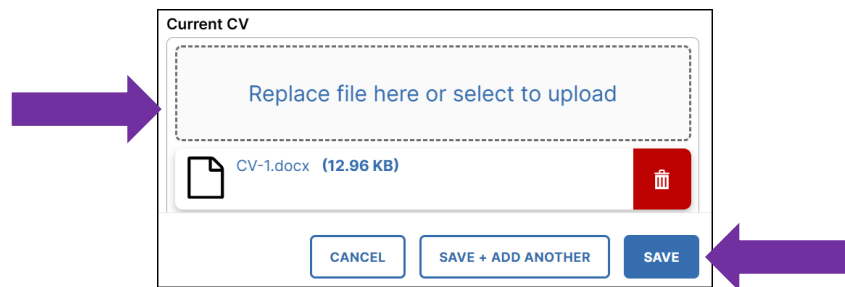
5. Click on **\*\* Performance Review for Probationary and Tenured Faculty Data Entry**.



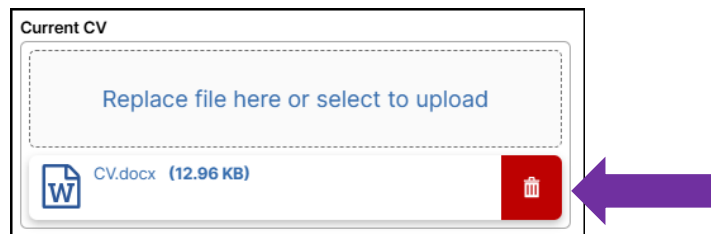
- When reviewing the report, please ensure that your department and rank are accurate. If your department or title is listed incorrectly, contact Faculty Affairs at [RTP\\_Faculty\\_Success\\_Help@calstatela.edu](mailto:RTP_Faculty_Success_Help@calstatela.edu) or call Faculty Affairs at (323) 343-3810.
- To upload your CV, click within the **Current CV** section and select the blue pencil icon.



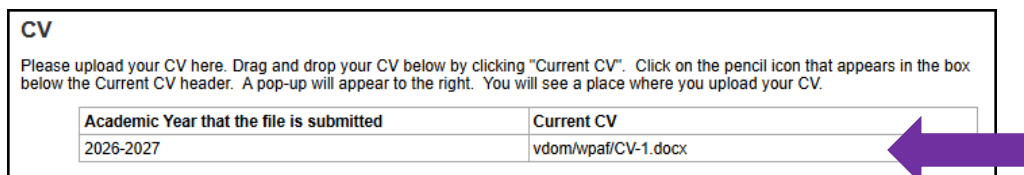
- A panel will open on the right, where you can drag and drop or upload your CV. Once complete, click **Save** in the bottom-right corner.



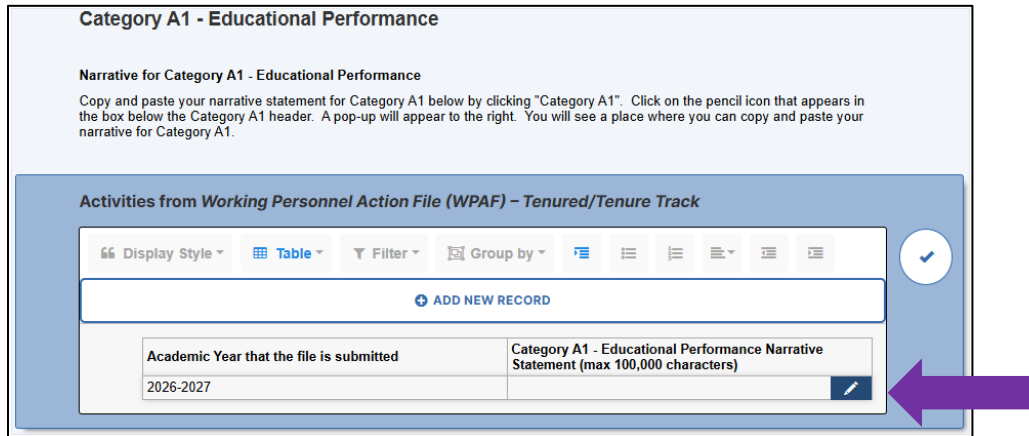
- To replace your CV, click the red trashcan icon to remove the existing file, then upload the updated document.



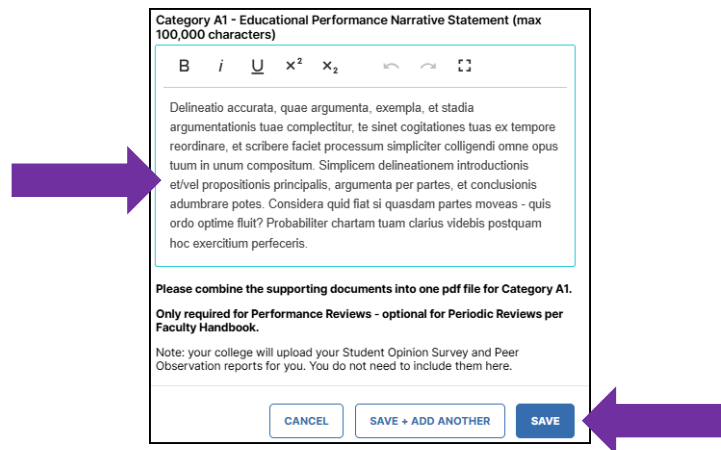
- Your CV will appear as a link in the final report.



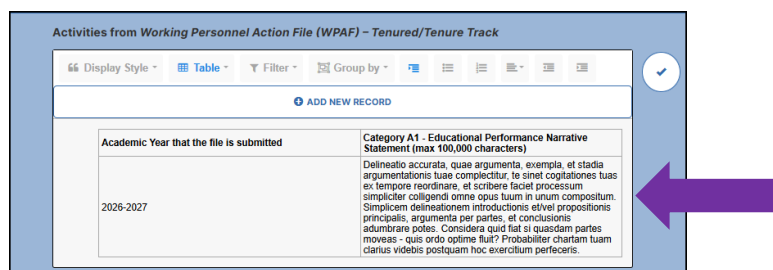
11. For **Narrative for Category A1 – Education Performance**, select the category box and click the blue pencil icon to begin editing.



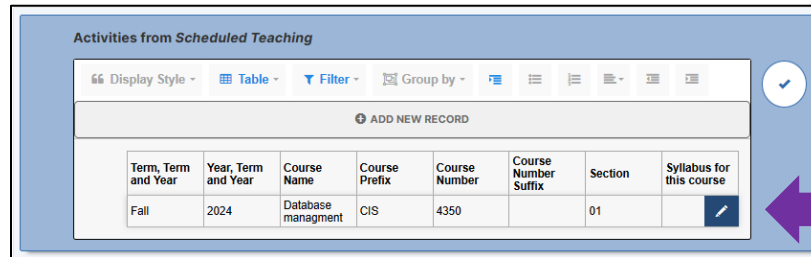
12. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



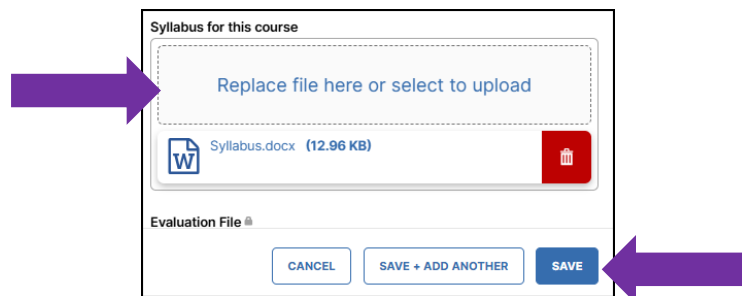
13. The narrative will appear on the final report.



14. Please add a syllabus for each course by navigating to the **Syllabus for this course** section where your courses are listed. Select the appropriate course box and click the blue pencil icon to access the upload interface. The syllabus will appear in the final report. If there is a course missing, please reach out to Faculty Affairs so we can add it. If there is a course listed but you did not teach it, please reach out to Faculty Affairs so we can update your record.



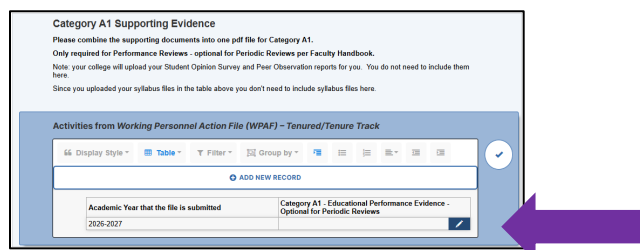
15. A right-side pane will appear, allowing you to either drag and drop your syllabus or upload it from your computer. Then click **save**.



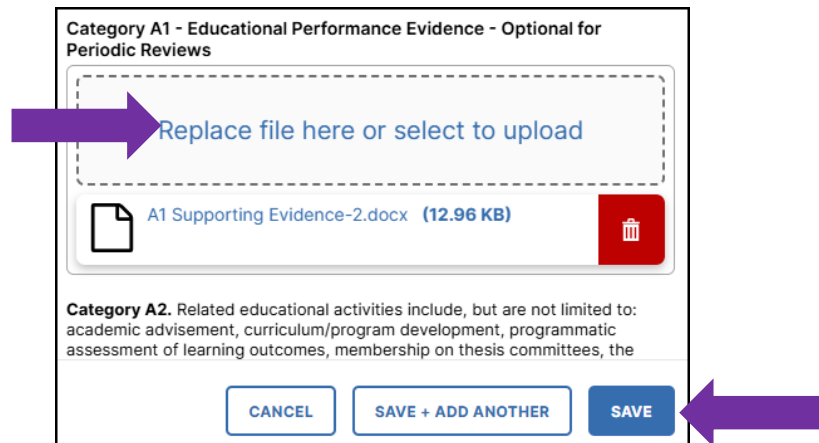
16. Your course table is now updated with a link to your syllabus. If necessary, please repeat uploading your syllabus for the other courses.

Term, Term and Year	Year, Term and Year	Course Name	Course Prefix	Course Number	Course Number Suffix	Section	Syllabus for this course
Fall	2024	Database management	CIS	4350		01	vdom/schteach/Syllabus-1.docx

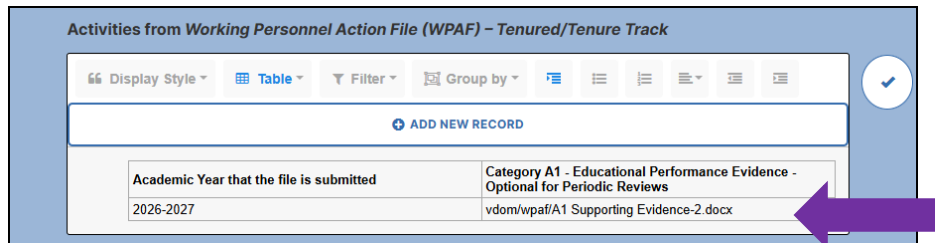
17. For **Category A1 Supporting Evidence**, select the category box and click the blue pencil icon to access the upload interface.



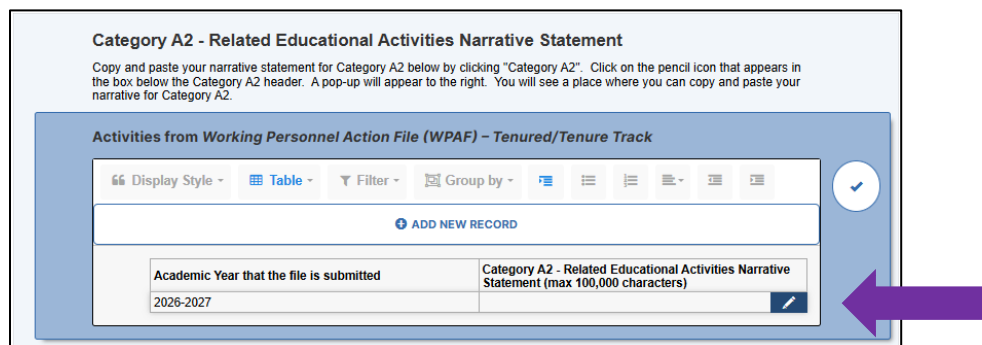
18. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Double check the title of the upload box to ensure it corresponds with the section you want to update. Please note that only one document may be uploaded; please combine all items into a single document prior to uploading. Remember, the SOS, Peer Observations and Syllabus files will appear in the final report, so they do not need to be added here. Then click **save**.



19. The evidence will appear as a link in the final report.



20. For narrative items in **Category A2 – Related Education Activities Narrative Statement**, select the category box and click the blue pencil icon to begin editing.



21. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **Save**.

Category A2 - Related Educational Activities Narrative Statement (max 100,000 characters)

B i U x<sup>2</sup> x<sub>2</sub> [undo] [redo] [fullscreen]

Ut iudices persuadeas ut tuam opinionem de momenti probationum et tuam opinionem de causa amplectantur. Advocatis licet merita causae suae disputare: "Ut ex testimonio persuasivo Testis A scimus, Eventus X accidit, quod clare demonstrat quis in hac causa teneri debeat."

Please combine the supporting documents into one pdf file for Category A2.  
Only required for Performance Reviews - optional for Periodic Reviews per Faculty Handbook.

CANCEL SAVE + ADD ANOTHER SAVE

22. The narrative will appear on the final report.

Category A2 - Related Educational Activities Narrative Statement

Copy and paste your narrative statement for Category A2 below by clicking "Category A2". Click on the pencil icon that appears in the box below the Category A2 header. A pop-up will appear to the right. You will see a place where you can copy and paste your narrative for Category A2.

Activities from Working Personnel Action File (WPAF) - Tenured/Tenure Track

Display Style - Table - Filter - Group by - [icons]

ADD NEW RECORD

Academic Year that the file is submitted	Category A2 - Related Educational Activities Narrative Statement (max 100,000 characters)
2026-2027	Ut iudices persuadeas ut tuam opinionem de momenti probationum et tuam opinionem de causa amplectantur. Advocatis licet merita causae suae disputare: "Ut ex testimonio persuasivo Testis A scimus, Eventus X accidit, quod clare demonstrat quis in hac causa teneri debeat."

23. For **Category A2 – Related Education Activities Supporting Evidence**, select the category box and click the blue pencil icon to access the upload interface.

Category A2 - Related Educational Activities Supporting Evidence

Please combine the supporting documents into one pdf file for Category A2.

Drag and drop your file for Supporting Evidence for Category A2 below by clicking "Category A2". Click on the pencil icon that appears in the box below the Category A2 header. A pop-up will appear to the right. You will see a place where you can drag and drop your file for Category A2 supporting evidence.

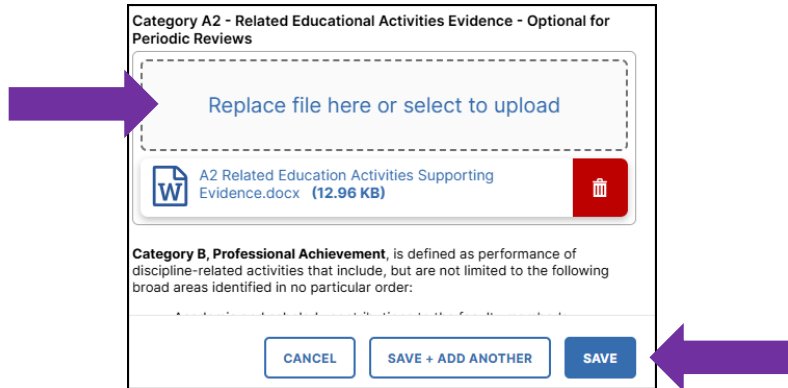
Activities from Working Personnel Action File (WPAF) - Tenured/Tenure Track

Display Style - Table - Filter - Group by - [icons]

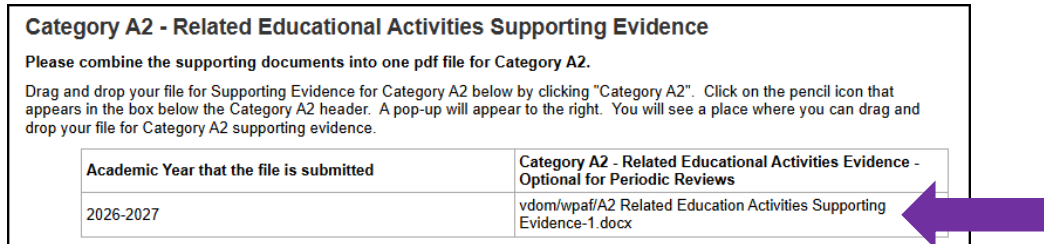
ADD NEW RECORD

Academic Year that the file is submitted	Category A2 - Related Educational Activities Evidence - Optional for Periodic Reviews
2026-2027	[dropdown menu with pencil icon]

24. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.

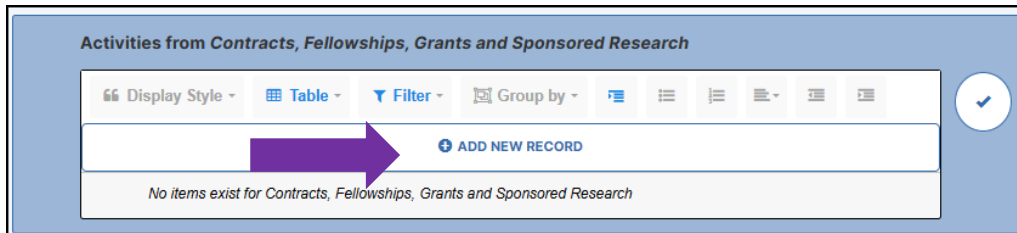


25. The evidence will appear as a link in the final report.



26. Under **Category B – Professional Achievement**, to update your publications, please refer to the [publication import guide](#) available on the Faculty Affairs Website.

27. Within **Category B – Professional Achievements**, for **Grants, Presentations, Creative Works** and/or **Performances and Exhibits**, click in one of those sections that correspond with the type of professional achievement, click on Add New Record.



28. A right-side pane will appear, add the information. Year(s) and fields with a red star are required.

Add Contracts, Fellowships, Grants and Sponsored Research

Type \*  
Grant

Title \*  
Helping animals

Sponsoring Organization \*  
Help Endangered Animals

Is this an extramural grant?  
Yes

Awarding Organization Is  
Private

29. Each professional achievement has place you can either drag and drop your file or upload it from your device. A link of the document will appear on the final report.

Award Letter

Replace file here or select to upload

Award Letter.docx (13.02 KB)

30. Click **Save**.

CANCEL SAVE + ADD ANOTHER SAVE

31. The section is now updated. Please repeat the process for all the necessary professional achievements.

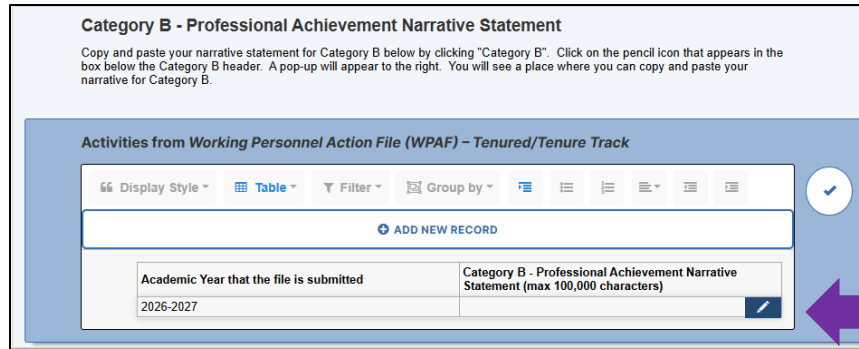
Activities from Contracts, Fellowships, Grants and Sponsored Research

Display Style - Table - Filter - Group by -

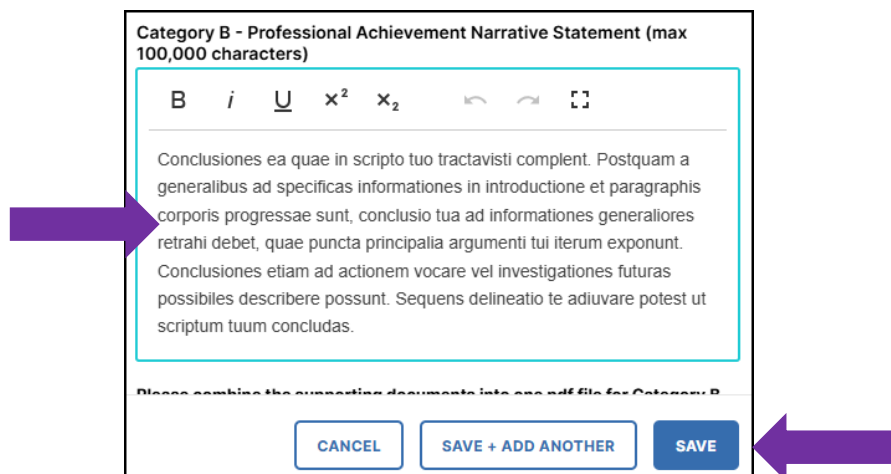
ADD NEW RECORD

Type	Title	Sponsoring Organization	Awarding Organization Is	Year, Start Date of Funding
Grant	Helping animals	Help Endangered Animals	Private	2024

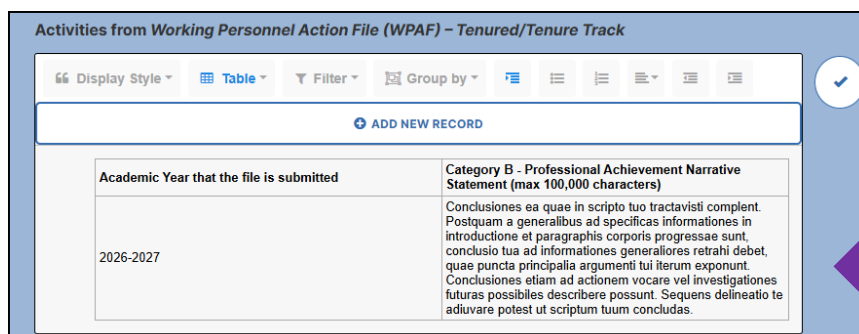
32. For **Category B – Professional Achievements Narrative Statements**, select the category box and click the blue pencil icon to begin editing.



33. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



34. The narrative will appear on the final report.



35. For **Category B – Professional Achievement Supporting Evidence**, select the category box and click the blue pencil icon to begin editing.

**Category B - Professional Achievement Supporting Evidence**

Please combine the supporting documents into one pdf file for Category B.

Drag and drop your file for Supporting Evidence for Category B below by clicking "Category B". Click on the pencil icon that appears in the box below the Category B header. A pop-up will appear to the right. You will see a place where you can drag and drop your file for Category B supporting evidence.

If you included urfs for your scholarly activities in the table above, you will not need to include the copies of the papers, etc here because the links will appear in your final report.

**Activities from Working Personnel Action File (WPAF) – Tenured/Tenure Track**

Display Style | Table | Filter | Group by | [Icons]

ADD NEW RECORD

Academic Year that the file is submitted	Category B - Professional Achievement Evidence - Optional for Periodic Reviews
2026-2027	[Pencil icon]

36. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Double check the title of the upload box to ensure it corresponds with the section you want to update. Please note that only one document may be uploaded; please combine all items into a single document prior to uploading. Note: Grants, Presentations, Creative Works and Performances and Exhibits where you uploaded a file to that record will have a link in the final report; thus, it does not need to be added here. Then click **save**.

**Category B - Professional Achievement Evidence - Optional for Periodic Reviews**

Replace file here or select to upload

B Professional Achievement Supporting Evidence.docx (12.96 KB)

CANCEL | SAVE + ADD ANOTHER | SAVE

37. The evidence will appear as a link in the final report.

**Category B - Professional Achievement Supporting Evidence**

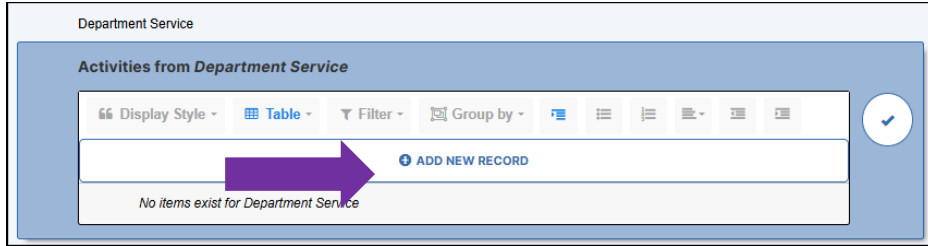
Please combine the supporting documents into one pdf file for Category B.

Drag and drop your file for Supporting Evidence for Category B below by clicking "Category B". Click on the pencil icon that appears in the box below the Category B header. A pop-up will appear to the right. You will see a place where you can drag and drop your file for Category B supporting evidence.

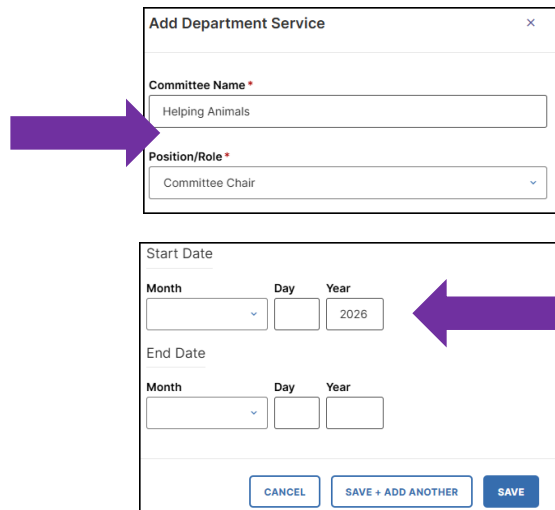
If you included urfs for your scholarly activities in the table above, you will not need to include the copies of the papers, etc here because the links will appear in your final report.

Academic Year that the file is submitted	Category B - Professional Achievement Evidence - Optional for Periodic Reviews
2026-2027	<a href="#">vdom/wpaf/B Professional Achievement Supporting Evidence-1.docx</a>

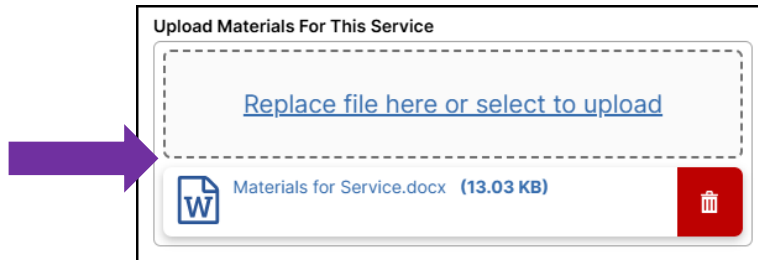
38. Under **Category C – Contributions to the University – Service, Department Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



39. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.



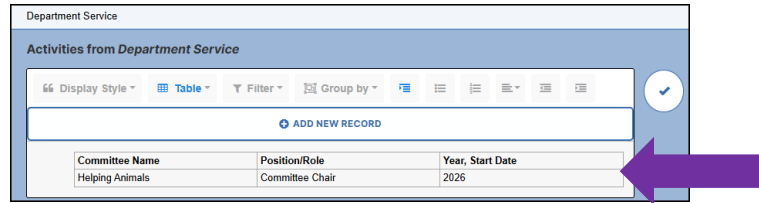
40. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



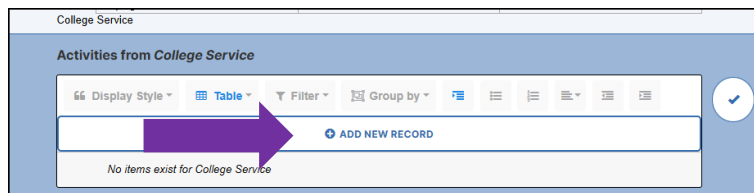
41. Click **Save**.



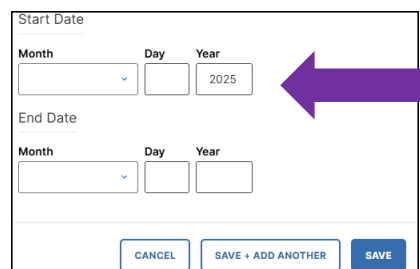
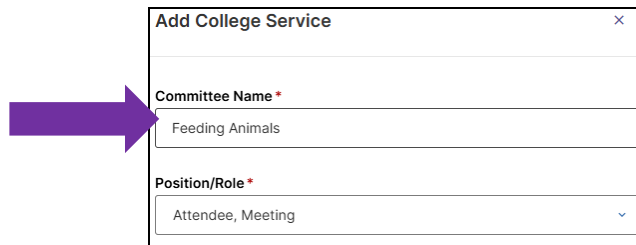
42. Department Service is now updated. Add other department services if necessary.



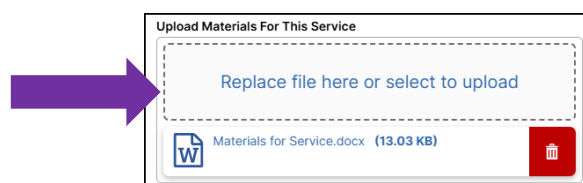
43. Under **College Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



44. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.



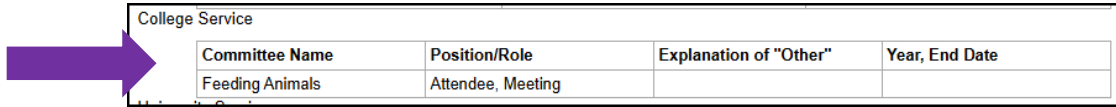
45. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



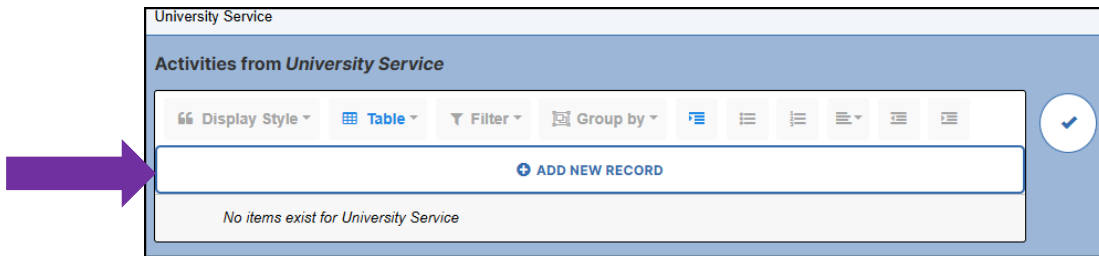
46. Click **Save**.



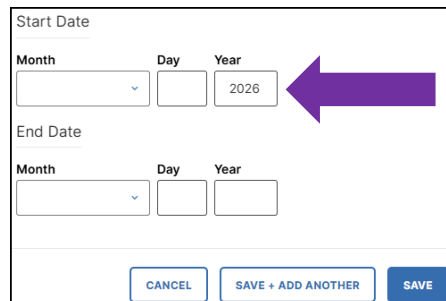
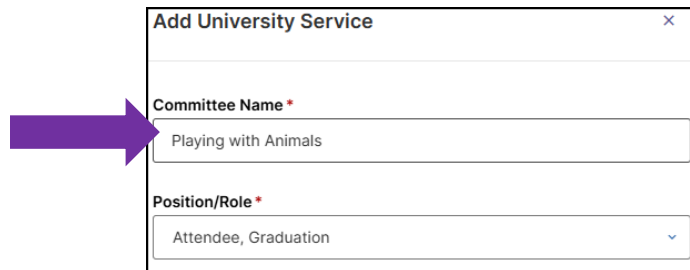
47. **College Service** is now updated. Add other college services if necessary.



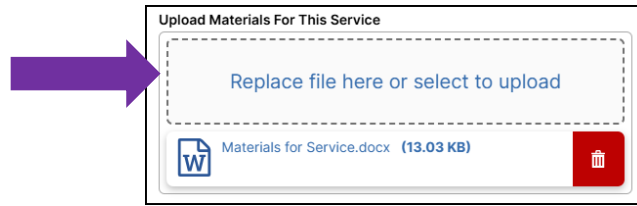
48. Under **University Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



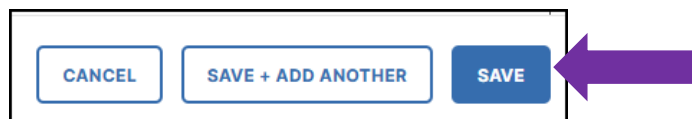
49. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.



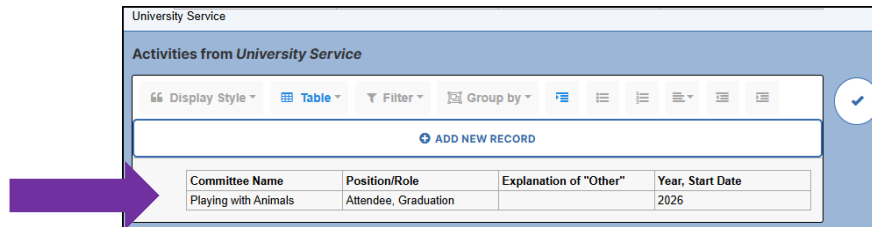
50. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



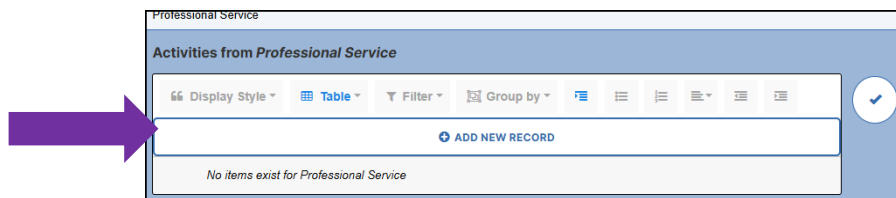
51. Click **Save**.



52. **University Service** is now updated. Add other college services if necessary.



53. Under **Professional Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



54. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.

**Add Professional Service** [X]

Use for leadership roles on professional associations, boards, committees and their events

**Organization/Committee/Club \***

**Position/Role \***

**Start Date**

Month:   
 Day:   
 Year:



**End Date**

Month:   
 Day:   
 Year:

55. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.

**Upload Materials For This Service**

Replace file here or select to upload

 Materials for Service.docx (13.03 KB) 

56. Click **Save**.

57. **Professional Service** is now updated. Add other professional services if necessary.

Professional Service

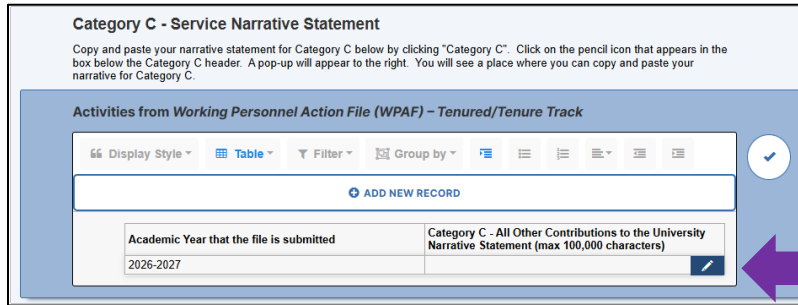
Activities from *Professional Service*

Display Style: Table Filter Group by

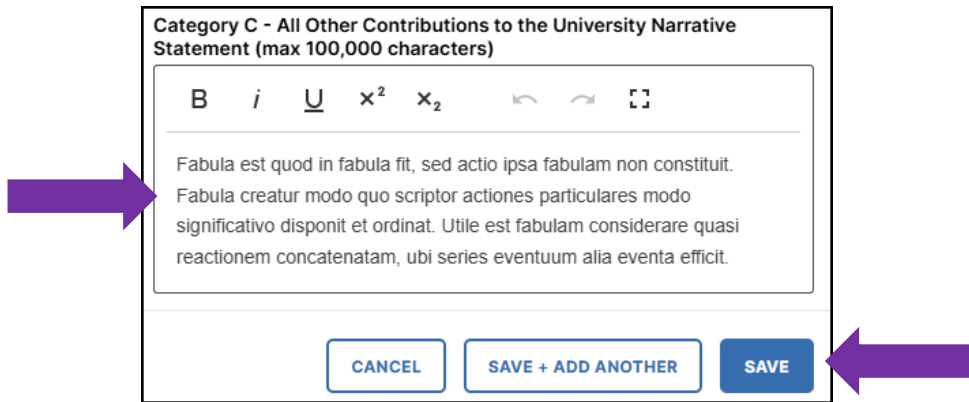
ADD NEW RECORD

Organization/Committee/Club	Position/Role	Explanation of "Other"	Year, Start Date
Cleaning Animals	Attendee, Meeting		2026

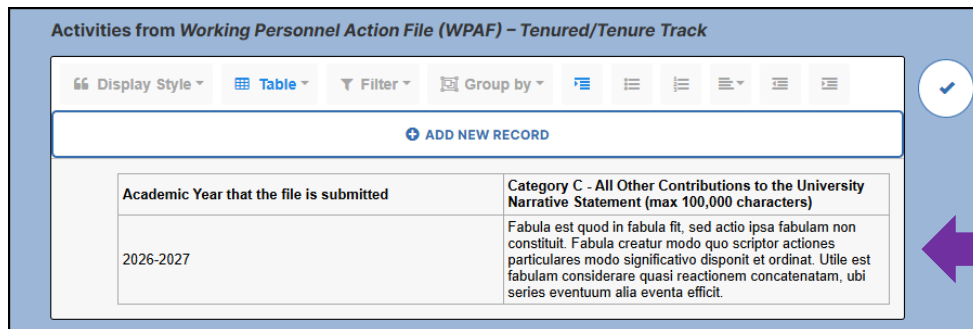
58. For **Category C – Service Narrative Statement**, select the category box and click the blue pencil icon to begin editing.



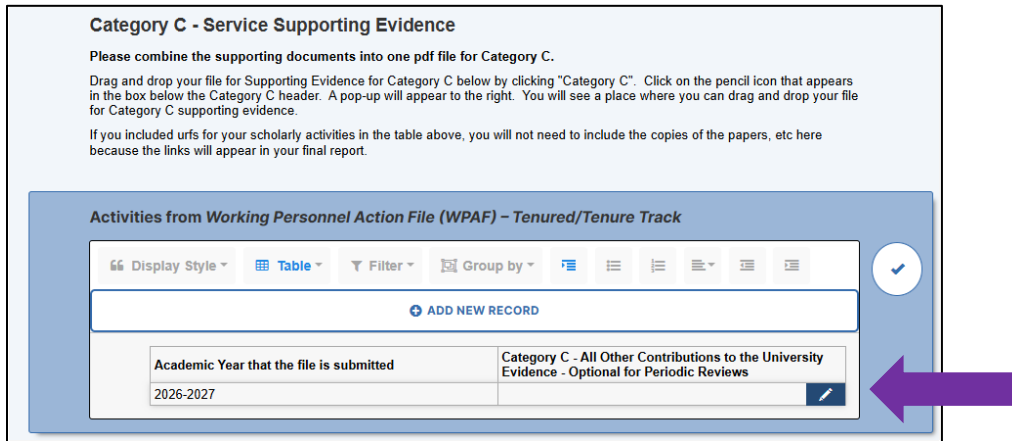
59. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



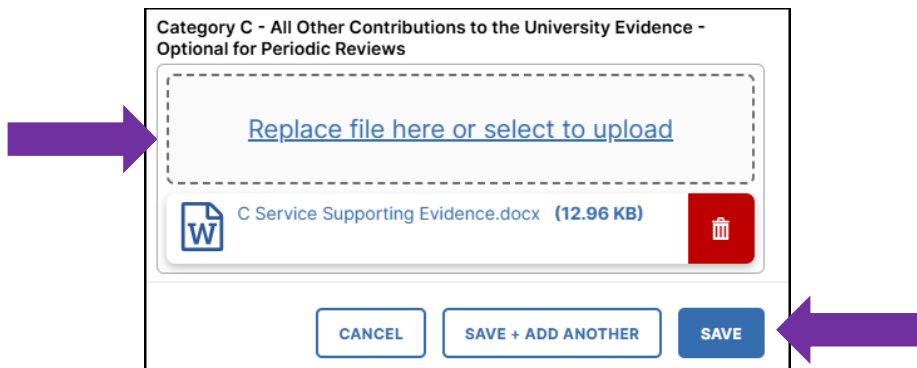
60. The narrative will appear on the final report.



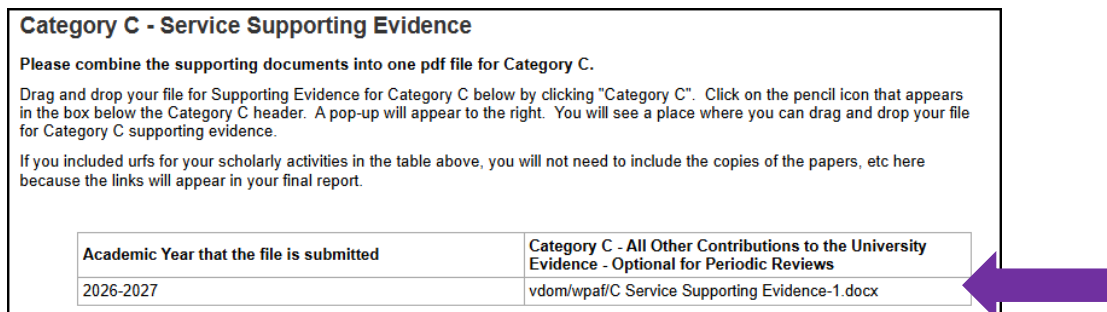
61. For **Category C – Service Supporting Evidence**, select the category box and click the blue pencil icon to access the upload interface.



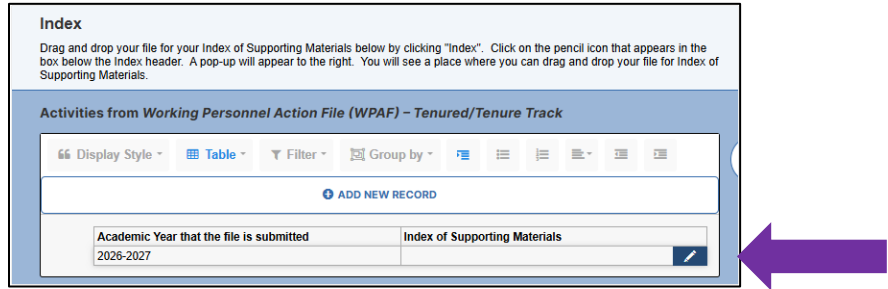
62. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



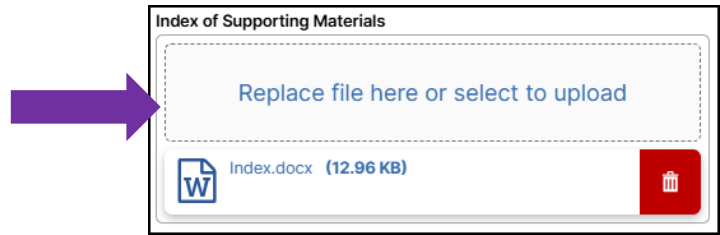
63. The evidence will appear as a link in the final report.



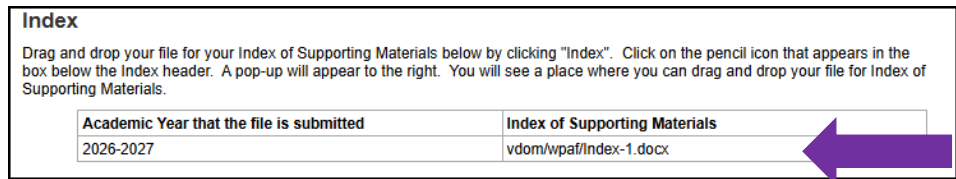
64. In the Index section, select the index box and click the blue pencil icon to begin editing.



65. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Then click save.



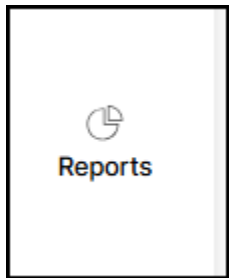
66. The index is now updated.



67. For **Personnel Action File (PAF) Documents (University will upload)**, the university will upload these documents.

**Download and Proof-Read your Working Personnel Action File (WPAF) – 2026-27**

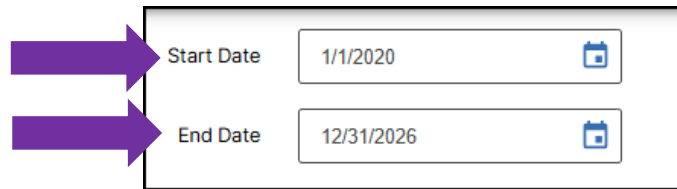
68. On the left pane, select Reports.



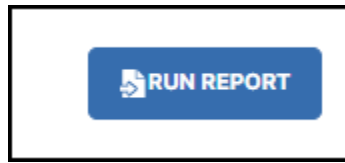
69. Select Working Personnel Action File (WPAF) – 2026-27



70. Pick the start and end dates you want the WPAF from



71. Click **RUN REPORT** blue button on the top right.



72. You have downloaded the WPAF report. You have unlimited downloads.



73. If the information on the WPAF cover page is incorrect or missing, please contact Faculty Affairs at [RTP\\_Faculty\\_Success\\_Help@calstatela.edu](mailto:RTP_Faculty_Success_Help@calstatela.edu).

74. If there are materials that need to be added or edited within the body of the report, please use the \*\* Performance Review for Probationary and Tenured Faculty Data Entry report to enter or edit the materials.