**Inventory of Materials Submitted by Faculty Member to WPAF**

**CBA 15.9** Materials for evaluation submitted by a faculty unit employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. *An index of those materials shall be prepared by the faculty unit employee at the beginning of the cycle and submitted with the materials. That index shall be permanently placed in the Personnel Action File and appropriately updated to reflect any material added to the file during the course of the evaluation cycle.* Materials incorporated by reference in this manner shall be considered part of the Personnel Action File for the actions set forth in provision 15.12c of this Article. Indexed materials shall be returned to the faculty unit employee.

**EACH ITEM PLACED IN THE WPAF BY THE FACULTY MEMBER AND NOT ALREADY IN THE PERSONNEL ACTION FILE MUST BE ENTERED ON THE INVENTORY SHEET AND IDENTIFIED BY:**

* Title of the document/material
* Date of entry
* Number of pages included in the material

**ITEMS NOT TO BE INCLUDED IN THIS INVENTORY:**

* Materials already in the Personnel Action File, such as summaries of student evaluations, peer evaluations, etc.

For more information, please refer to Article 15.12 of the CBA.

|  **DESCRIPTION OF ITEM**  | **DATE OF****ENTRY** | **PAGE****COUNT** |
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