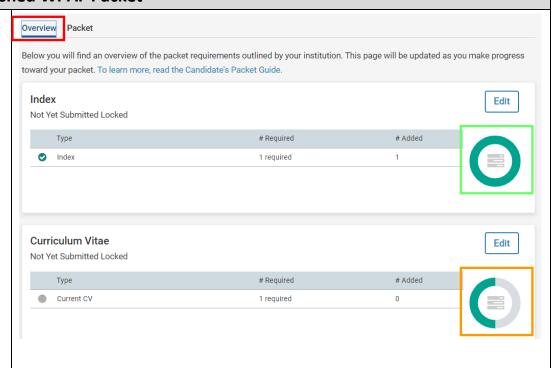| Instruction	Screenshot/Details
How To Submit Your Finished WPAF Packet	

1) Verify you have uploaded all the required documents to your WPAF packet.

From "Overview" page, you can tell whether you have fulfilled the requirement of a section by looking for the "COMPLETE" (**full green circle**) or "INCOMPLETE" **(half green / half grey circle**) on right side of section.

Note:
- **Optional sections will show as complete even when empty.**

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Index
Not Yet Submitted Locked

	Type	# Required	# Added
✓	Index	1 required	1

Curriculum Vitae
Not Yet Submitted Locked

	Type	# Required	# Added
●	Current CV	1 required	0

Other Materials
Submitted Locked

	Type	# Required	# Added
✓	Other Materials	0 required	0

2) Once all section requirements have been satisfied, select "Packet".	**Unit** **Type** **Candidate Instructions** CAFES-Experience Industry Mgm Other [View Instructions] Overview **Packet** Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide. **Index** — Not Yet Submitted Locked — [Edit] Type — Index — # Required 1 required — # Added 1 **Curriculum Vitae** — Not Yet Submitted Locked — [Edit] Type — Current CV — # Required 1 required — # Added 1 **ZEBRA for Lecturer Faculty** — Not Yet Submitted Locked — [Edit] Type — ZEBRA for Lecturer Faculty — # Required 1 required — # Added 1 **Teaching Related Materials** — Not Yet Submitted Locked — [Edit] Type — Teaching Related Materials — # Required 1 required — # Added 6 **Scholarship or Other Professional Practice Related Materials** — Not Yet Submitted Locked — [Edit] Type — Scholarship Related Materials — # Required 0 required — # Added 1 **Service Related Materials** — Not Yet Submitted Locked — [Edit] Type — Service Related Materials — # Required 0 required — # Added 1
3) At the top of the "Packet" page you will see a blue option bar. Select the box on the left side of the option bar, which will check all section boxes.	**Unit** **Type** **Candidate Instructions** CAFES-Experience Industry Mgm Other [View Instructions] Overview **Packet** [ ] ⊕ Expand All ⊖ Collapse All

4) Make sure all the sections of your packet are displayed and checked.

5) Select "Submit Section(s)"

Unit	**Type**	**Candidate Instructions**
CAFES-Experience Industry Mgm	Other	View Instructions

Overview   Packet

☑ | Preview Sections | **Submit Sections** | ⊕ Expand All | ⊖ Collapse All

☑ › **Index**
Not Yet Submitted Unlocked   Preview Submit 1 of 1 Required Files

☑ › **Curriculum Vitae**
Not Yet Submitted Unlocked   Preview Submit 1 of 1 Required Files

☑ › **ZEBRA for Lecturer Faculty**
Not Yet Submitted Unlocked   Preview Submit 1 of 1 Required Files

☑ › **Teaching Related Materials**
Not Yet Submitted Unlocked   Preview Submit 6 of 1 Required Files

☑ › **Scholarship or Other Professional Practice Related Materials**
Not Yet Submitted Unlocked   Preview Submit 0 of 0 Required Files

☑ › **Service Related Materials**
Not Yet Submitted Unlocked   Preview Submit 0 of 0 Required Files

☑ › **Other Materials**
Not Yet Submitted Unlocked   Submit 0 of 0 Required Files

Note:

- Once you submit, the sections become locked and you are unable to make further edits.
- Select "Yes" to Confirm

Confirm ✖

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the selected sections at this time?

Yes   No

6) If you "Review & Submit" correctly, all of the sections should say "Submitted Locked." Please make sure you submit all sections before the deadline.	**Unit** CAFES-Experience Industry Mgm **Type** Other **Candidate Instructions** [View Instructions] Overview Packet ⊕ Expand All ⊖ Collapse All › Index Submitted [Locked] [Preview] 1 of 1 Required Files › Curriculum Vitae Submitted [Locked] [Preview] 1 of 1 Required Files › ZEBRA for Lecturer Faculty Submitted [Locked] [Preview] 1 of 1 Required Files › Teaching Related Materials Submitted [Locked] [Preview] 6 of 1 Required Files › Scholarship or Other Professional Practice Related Materials Submitted [Locked] [Preview] 0 of 0 Required Files › Service Related Materials Submitted [Locked] [Preview] 0 of 0 Required Files › Other Materials Submitted [Locked] 0 of 0 Required Files
7) On **Your Packets** page, you may notice Status is "In Progress (Not Yet Submitted)" As long as you verify all sections are Locked (as pictured above), your packet is submitted and complete.	Home **Your Packets** Review, Promotion and Tenure Cases **Your Packets** **Active**	Packet	Type	Status		CAFES-Agribusiness CAFES-AGB Promotion and Tenure	Promotion	In Progress (Not Yet Submitted) Oct 6, 2020	
8) On **Home** page, if the WPAF due date has passed, it may show as Past Due, even if you've submitted your complete WPAF.	Title Due Date Adam Beaker OCOB-MKTG Retention (Currently in 1st or 2nd Prob Year)	OCOB-Marketing	Reappointment 📅 Past Due