



**Resolution to clarify UPS 210.000 regarding narrative length**

- Whereas: The May 2023 changes to UPS 210.000 (Sections II. B.4 e, l, and s) changed the permitted length of the narratives in the Working Personnel Action File (WPAF) to 1500 words; and
- Whereas: UPS 210.000 is the document that governs all Department Personnel Standards (DPS); and
- Whereas: Many DPS documents limit the narrative to 1000 words; and
- Whereas: Minor changes do not require full review and approval at all levels; and
- Whereas: This inconsistency may cause confusion; and
- Whereas: The Provost has directed all departments to update their Department Personnel Standards by September 2024 (AD 23-68 dated May 18, 2023); and
- Whereas: Departments are in the process of making DPS revisions; therefore be it
- Resolved: That the permitted length of narratives in the WPAF for retention, tenure and review is 1500 for all departments.