

**ADMINISTRATION (CONFIDENTIAL) FILE**

**(For use for all faculty and CLTs)**

**INTERNAL OFFICE USE ONLY**

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Name of Document	In file ( <input type="checkbox"/> if present)
Recommendation Letters Associated with Initial Hire	
Any prior tenure, CCE and promotion documents including cover page, candidate CV and personal statement, and confidential department reports including external reviews	
Vote tallies and other documents reflecting departmental P&B determinations concerning promotion/tenure and other related processes (Distinguished Professors, Professor Emeritus, etc.)	
Other (please describe) _____	