

PERSONAL PERSONNEL FILE CHECKLIST

CLT Candidates for Tenure FA 2014

(Absolutely no tenure or promotion papers should be in this file)

INTERNAL OFFICE USE ONLY

CLT Name: _____ Dept: _____

Date: _____ Person Completing Form: _____

Name of Document	In file? (<input type="checkbox"/> if yes)				Signed a/o initialed? (<input type="checkbox"/> if yes)			
Initial Appointment Letter								
Updated and Dated CV	Yr 1		Yr 3		Yr 1		Yr 3	
	Yr 2		Yr 4		Yr 2		Yr 4	
Annual reappointment letters	Yr 1		Yr 3		Yr 1		Yr 3	
	Yr 2		Yr 4		Yr 2		Yr 4	
Guidance memos, if applicable								
Disciplinary memos, if applicable								
Letters of commendation from employer/Faculty members/students								
Other (please describe) _____								