

PERSONAL PERSONNEL FILE CHECKLIST
Candidates for Tenure, CCE and Promotion FA 2014 (Except CLTs)

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

INTERNAL OFFICE USE ONLY

Faculty Name: _____

Dept: _____

Date: _____ Person Completing Form: _____

Name of Document	In file? (<input type="checkbox"/> f yes)				Signed a/o initialed? (<input type="checkbox"/> f yes)			
Initial Appointment Letter								
Updated and Dated CV	Yr 1		Yr 4		Yr 1		Yr 4	
	Yr 2		*Yr 5		Yr 2		*Yr 5	
	Yr 3		*Yr 6		Yr 3		*Yr 6	
All peer teaching observation reports including conference reports	Yr 1 Fa		Yr 1 Spr		Yr 1 Fa		Yr 1 Spr	
	Yr 2 Fa		Yr 2 Spr		Yr 2 Fa		Yr 2 Spr	
	Yr 3 Fa		Yr 3 Spr		Yr 3 Fa		Yr 3 Spr	
	Yr 4 Fa		Yr 4 Spr		Yr 4 Fa		Yr 4 Spr	
	*Yr 5 Fa		*Yr 5 Spr		*Yr 5 Fa		*Yr 5 Spr	
	*Yr 6 Fa		*Yr 6 Spr		*Yr 6 Fa		*Yr 6 Spr	
Deptl student evaluations if in paper	Yr 1 Fa		Yr 1 Spr		Yr 1 Fa		Yr 1 Spr	
	Yr 2 Fa		Yr 2 Spr		Yr 2 Fa		Yr 2 Spr	
	Yr 3 Fa		Yr 3 Spr		Yr 3 Fa		Yr 3 Spr	
	Yr 4 Fa		Yr 4 Spr		Yr 4 Fa		Yr 4 Spr	
	*Yr 5 Fa		*Yr 5 Spr		*Yr 5 Fa		*Yr 5 Spr	
	*Yr 6 Fa		*Yr 6 Spr		*Yr 6 Fa		*Yr 6 Spr	

(Over)

Name of Document	In file? (<input type="checkbox"/> if yes)				Signed a/o initialed? (<input type="checkbox"/> if yes)			
Third Yr review report**								
Annual reappointment letters	Yr 1		Yr 4		Yr 1		Yr 4	
	Yr 2		*Yr 5		Yr 2		*Yr 5	
	Yr 3		*Yr 6		Yr 3		*Yr 6	
Guidance memos, if applicable								
Disciplinary memos, if applicable								
Letters of commendation from employer/Faculty members/students								
Other (please describe) _____								

* Professorial Faculty only

***Including Dean's memo and addendum memo re meeting with Faculty member (professorial Faculty only)