**Chairs’ Instructions for Completing CLT Forms**

Revised 7/10/14

The indicated forms are to be used for actions regarding Initial Appointment, Reappointment with Tenure, and Promotion of persons in CLT job titles. They are fillable pdf formats which may be printed after completion for submission to the Queens College CLT Review Committee (Dean of Mathematics & Natural Sciences, Chair) consisting of one representative (Chair) from each of the four Divisions.

The forms should be completed after action of the Departmental P&B Committee in the particular incident, including the items as indicated on the forms, which are in two parts.

The first portion of the form (fillable pdf format) is *not* Confidential, and data for it shall be supplied by the candidate. This form itself may be provided to the candidate in electronic format and completed by the candidate, being attached as preliminary to the Confidential portion in the ultimate submission. It is included in the final form immediately after the Cover Page.

The second part is Confidential and is not to be shown to the candidate, ultimately the Department P&B vote being indicated and the form signed by the Chair. The Chair shall also enter the page numbers on the Cover Page for assistance of the Committee of 7. These will vary depending on the length of each section. For the last portion of the Confidential section (Letters of Recommendation) copies of the received letters should be inserted and page numbers assigned and printed on the particular pages. The request for letters should be in the format provided (MS Word format, with options indicated for inclusion or deletion as appropriate).

It should be noted that this format is for use by the P&B Committee and the Queens College CLT Review Committee and appropriate other appropriate formats are to be used for ultimate submission to HR after approval is obtained.