

Provost Office of Academic Administration

Checklist for Faculty Materials for Personnel Actions

Faculty Materials to be submitted for CP&B review, both in electronic and hard copy forms:

(All faculty materials coming up for personnel actions must be placed on the file share to be reviewed by the Office of Academic Administration. Feedback will be provided on the status of the materials.)

Appointments and Reappointments

The materials listed below are to be placed in the file share and subsequently submitted in hard copy form in the following order:

- [] Instructional Staff Form [ISF]
 - 1 copy which includes the SSN and salary information – *for new appointments only*
 - 1 copy without SSN and salary – *for new appointments*
 - 1 copy without SSN and salary – *all other actions*
- [] Curriculum Vitae (CV); must be signed and dated by faculty member {#16}
- [] Chair's Report must be signed and dated by Department Chair {#17}
- [] Faculty Development Coordinator Report {SPA}; must be signed and dated by the Coordinator
- [] *Candidates Personal Statement- for reappointment, tenure, early tenure and promotion actions only.*
- [] Peer Observations
- [] Annual Evaluations
- [] Teaching Evaluations
- [] Letters from the Publisher if publication is listed under #6 as *forthcoming* or *in press*.
- [] External or Reference Letters - *for new appointments only*
- [] Teaching Evaluations from previous institution - *for new appointments*
- [] Letter from former institution confirming tenure - *for new appointments only*

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Tenure, Early Tenure and Promotion Actions – in addition to the materials listed above, additional materials are to be submitted as follows:

- [] External Review Letters for tenure, early tenure and promotion
- [] External Review Panel Form {ER-2}

Faculty files are to be sent to the Office of Academic Administration for CP&B committee review.