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| Name: |       | Department: |       |

Submit original of each item.

|  |  |  |
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|  | **[ ]**  | Checklist of Documents in File |
|  | **[ ]**  | Signed Procedural Safeguards Statement |
| **\*\*** | **[ ]**  | Chair's Letter (*optional*) |
|  | **[ ]**  | Departmental Letter (must include vote) |
|  | **[ ]**  | Minority Report (*if applicable*) |
|  | **[ ]**  | Candidate's response to the Department Letter (*optional*) |
|  | **[ ]**  | Candidate's Self-Statement (optional but strongly encouraged) |
|  | **[ ]**  | Candidate’s response to material in the file |
|  | **[ ]**  | Candidate’s Job Description, signed |
| **\*\*** |       | Extramural Letters (*required*) (Indicate # included) |
|  |  | Include letters of declination and count in total number; include the following: |
|  |  | **[ ]**  | Solicitation Letter |
|  |  | **[ ]**  | Indicate those suggested by department, by candidate as well as a brief statement regarding academic standing of each letter writer |
|  |  | **[ ]**  | The list of information sent to extramural referees; include documents different from those submitted as part of the file. Please include CV sent to extramural reviewers.  |
|  | **[ ]**  | Current Biography |
|  | **[ ]**  | Current Bibliography of Publications/Creative Activity |
|  | **[ ]**  | Bibliography at Last Advance |
|  | **[ ]**  | Difference List with items to be credited since last advance (blue paper) |
|  |  | **[ ]**  | Difference List cover sheet included (blue paper) (*optional*) |
|  | **[ ]**  | Professional Activity and Service (since appointment or last promotion) – include the current year |
|  | **[ ]**  | Grant Activity (since appointment or last promotion) – include the current year |
|  | **[ ]**  | Letters From Other Departments/ Programs/ Institutes/ Centers (*optional*) |
| **\*\*** | **[ ]**  | Other - Confidential (specify item(s) below): |
|  |  |       |
|  |  |       |
|  | **[ ]**  | Other - Non-confidential *(specify item(s) below):* |
|  |  |       |
|  |  |       |
|  | **[ ]**  | File of Publications/Creative Activity⊗ (1 Set; either on a flash drive, CD or in a binder) Packaged separately with cover list of contents and marked "Please return to the Department of      "  |

**\*\* = Confidential**

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File Tracking

|  |  |
| --- | --- |
|       | file sent to Dean’s office department chair initial & date |

DEAN’S OFFICE USE ONLY

|  |  |
| --- | --- |
|       | Received |

Corrections:

|  |  |
| --- | --- |
| Returned to Department: | Received from Department: |
|       |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       | Final Decision |  |       | Letter |
|       | Announced |  |       | Requested Documents |