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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) (confidential) |
|  | [ ]  | Departmental Letter (must include vote) 2 page maximum |
|  | [ ]  | Minority Report (if applicable) 2 page maximum |
|  | [ ]  | Candidate's response to the Department Letter (optional) 2 page maximum |
|  | [ ]  | Candidate's Self-Statement (optional but encouraged) 2 page maximum |
|  | [ ]  | Candidate’s Response to material in the file (optional) |
|  | [ ]  | Candidate’s Job Description, signed |
|  | [ ]  | Current Biography |
|  | [ ]  | Current Bibliography of Publications/Creative Activity |
|  | [ ]  | Bibliography at Last Advance (retained at Dean's office) |
|  |  | [ ]  | Difference List cover sheet (blue paper) (optional) |
|  | [ ]  | Professional Activity and Service (since last advance) |
|  | [ ]  | University and Public Service (since last advance) |
|  | [ ]  | Grant Activity (since last advance) |
|  | [ ]  | Letters From Other Departments/Programs/Institutions/Centers (optional) |
| \*\* | [ ]  | Other - Confidential (specify item(s) below): |
|  |  |       |
|  |  |       |
|  | [ ]  | Other - Non-confidential (specify item(s) below): |
|  |  |       |
|  |  |       |

**\*\* = Indicate # included**

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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 |