|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Department: |  |

Submit original of each item.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 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**

==================================================================================================================

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 |