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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 | |
|  |  | University and Public 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: |
|  |  |

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