Organization of Major Personnel Action Files

1. Table of Contents (submit in Word format)
2. Summary of Tenure Recommendations (submit in Word format)
3. Recommendation of the Dean
4. Recommendation of the College Personnel Committee
5. Recommendation of the Chair
6. Recommendation of the Department Personnel Committee
7. Candidate’s Curriculum Vitae
8. Candidate’s Personal Statement
9. Waiver of Right of Access to Letters of Recommendation Form
10. Copies of Letters Used to Solicit Letters of Recommendation
11. Evidence of Contributions in the Area of Research, Creative, or Professional Activity
    a. Scholarship letters – names suggested by department (not required for 4th year reviews)
    b. Scholarship letters – names suggested by candidate (not required for 4th year reviews)
    c. Brief summary bios of reviewers
    d. Curricula vitae of external references
    e. Additional materials
12. Evidence of Contributions in the Area of Service
    a. Documentation of university service
    b. Documentation of professional, community, or other relevant service
    c. Additional materials
13. Evidence of Contributions in the Area of Teaching
    a. Letters solicited by department
    b. Letters suggested by candidate
    c. Unsolicited letters
        (Student names should not appear in Table of Contents.)
14. Annual Faculty Reports Since Appointment or Last Major Personnel Action
15. Bibliography of publications/evidence of creative activity included in the file
16. Notification of Personnel Action Form (alternative is to submit an EPAF)
17. Teaching Evaluations (must include all courses taught by candidate for period under review)
18. Copies of Publications
19. Teaching Materials (only if candidate wishes to include these materials)
    a. Syllabi
    b. Assignments
20. Any other documentation the candidate wishes to include
    a. List each document with appropriate name