Organization of Major Personnel Action Files

01-FrontMatter
  01a-ToC
  01b-Rec-TenureSummary
02-Rec-Dean
03-Rec-CPC
04-Rec-Chair
05-Rec-DPC
06-CV
07-PersonalStmt
08-WaiverAccessRights
09-LtrsSolicitingRecs
10-Contribs-ResearchEtc
  10a-Ltrs-Scholarship (not required for 4th year reviews)
  10b-ReviewerCVs
  10c-COIDisclosure
  10d-AdditionalMaterials
11-ContribService
  11a-UMBService
  11b-ExternalService
  11c-AdditionalMaterials
12-ContribTeaching
  12a-SudentLtrsFrDept
  12b-SudentLtrsFrCandidate
  12c-AdditionalMaterials
  (Student names, like the names of all other reviewers, must appear in the Table of Contents)
13-AFRs
14-PublicationBiblio
15-TeachingEvals (must include all courses taught by candidate for period under review)
16-PublicationCopies
17-TeachingMats (only if candidate wishes to include these materials)
  17a-Syllabi
  17b-Assignmnts
18-AdditionalMaterials