

College Personnel and Budget Checklist

This checklist serves as a guide for the materials required for College Personnel and Budget meetings. Please make the appropriate corrections to the file share before the hardcopy deadline. Once complete, please ensure to have the hardcopy file printed directly from the electronic copy and sent to the Office of Academic Administration.

Faculty Name: _____ Department: _____

Date Reviewed _____ CP&B Date: _____

A: All actions: Appointment, Reappointment, SIA, FL, Early Tenure, Tenure, Promotion, CCE*

Distinguished Lecturers and Clinical Professors:

Item	Received	Complete	Comments
CV (DM for all current faculty) <i>*Signed & Dated</i>			
Chair Reports <i>*Signed & Dated</i>			
Candidate Personal Statement <i>*Signed & Dated</i>			
Peer Observations			
Annual Evaluations <i>*Signed & Dated</i>			
Third Year Review <i>*Signed & Dated</i>			
(*CCE: N/A)			
Student Evaluations			
Publisher's Letters			
Letters of Reference			

B: For Scholar Incentive Awards, Fellowship Leaves, & Special Leaves w/o Pay include items for

Section A and:

Item	Received	Complete	Comments
Application for Leave			

C: For Early Tenure, Promotion, & **CCE include items from Section A and:

Item	Received	Complete	Comments
External Review Panel Form			
Three External Letters of Review			
**CCE only 4 Letters of Support			

1. **Prior to submission of electronic and hardcopy files, a "Request for Offer Letter" must be submitted to the Office of Academic Administration for all new appointments.**
2. **Please Note the Following Before Submitting Electronic Files to the OAA:**
 - The **Third Year Review** is for professorial faculty only.
 - **Student Evaluations from a previous institution** are required for new appointments if the faculty member has taught after their Ph. D. award at their previous institution.
 - **Publisher's Letters** are not required for new appointments.
 - When a faculty member's CV is in DM, publisher's letters **must** be provided if a title is listed under #6 on their CV as "**forthcoming**" or "**in press.**"
 - Five years of teaching evaluations are required for all leave applications.
 - Annual Evaluations are requested for leave applications for tenured faculty members, if available.
 - Annual Evaluations are required for all non-tenured faculty members applying for leave.