

Personnel Action Dossier Checklist

This checklist is not required. Please refer to the sections IX and X of the faculty manual and your unit code for more information on reappointment, tenure and promotion processes and the required contents of the PAD.

Complete	Date	Material
		Tab A:
		Cumulative Report
		Personnel Action Summary Form <i>*Tenure & promotion only</i>
		Tab B (Recommendations):
		Unit Tenure/Promotion Committee's cumulative evaluation <i>*Tenure & promotion only</i>
		Unit Administrator's cumulative evaluation <i>*Tenure & promotion only</i>
		Unit Tenure/Promotion Committee's recommendation
		Unit Administrator's recommendation
		Dean's recommendation
		Provost/Vice Chancellor's recommendation
		Tab C (Records of Evaluation):
		Copies of criteria for reappointment, tenure or promotion
		Copy of all written communication with the candidate on progress toward tenure <i>*Reappointment & tenure only</i>
		All annual evaluations over the appropriate period
		Records of the discussions on annual evaluation meetings with the unit administrator <i>*Reappointment & tenure only</i>
		Records of the assigned teaching duties and responsibilities including indication of released time over the appropriate period
		Records of the annual discussions on the criteria for evaluating faculty performance <i>*Reappointment & tenure only</i>
		Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed <i>*Tenure & promotion only</i>

		<p>Tab D (Supporting Materials): <i>The faculty member, in consultation with the unit administrator and the chair of the unit personnel committee, may add materials in support of the activities and accomplishments listed in the cumulative report.</i></p>
		Teaching materials
		Full reports from university approved student evaluations (student comments may be included at the discretion of the candidate but are not required, if comments are included <u>all</u> comments from a given course must be included)
		Reports from all peer reviews of instruction
		Scholarship, research and creative activity materials
		Service materials
		<p>Tab E (Other Material): <i>Materials not included in the categories listed in the cumulative report. (There may be nothing in this section)</i></p>
		<p>Tab F (Disagreements): <i>If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each party may include a statement about the document in the dossier. (There may be nothing in this section)</i></p>