

## Personnel and Honors Checklist:

### Reappointments (No change of status)

All tracks (except non-salaried adjunct) \_\_\_\_\_ Recommendation form  
(Salaried adjunct appointments must be reappointed using the Personnel & Honors form for a one-year period only.)

Adjunct reappointments \_\_\_\_\_ Memo from Chair (Three-year terms)

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### New Appointments \_\_\_\_\_ Recommendation form & the following:

Instructor \_\_\_\_\_ C.V.

Assistant Professor \_\_\_\_\_ C.V.

Associate Professor \_\_\_\_\_ C.V.

Associate Professor with Tenure \_\_\_\_\_ C.V.

\_\_\_\_\_ Minimum 6 letters of Recommendation

Professor \_\_\_\_\_ C.V.

\_\_\_\_\_ Minimum 6 letters of Recommendation

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### Promotion \_\_\_\_\_ Recommendation form

\_\_\_\_\_ C.V.

These 4 items apply to **all promotions** \_\_\_\_\_ Candidate's Statement

\_\_\_\_\_ Letter of Recommendation from Chair

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These additional 4 items are required \_\_\_\_\_ List of reviewers from candidate (minimum 5)

For \_\_\_\_\_ List of reviewers from chair/dean (minimum 5)

**Promotion to Associate Professor** (Total of 6 letters of recommendation required)

**With tenure** \_\_\_\_\_ Reprints of articles (at least 3)

**Tenure** \_\_\_\_\_ Complete binder documenting all criteria

**Promotion to Professor**

Third Year Review \_\_\_\_\_ Recommendation form

\_\_\_\_\_ Letter of Recommendation from Chair

\_\_\_\_\_ C.V.

\_\_\_\_\_ Complete binder documenting all criteria