

Administration File Inventory Checklist

Candidate's Name: _____

I. Current Data **Complete?**

- | | |
|--|--------------------------|
| Chairperson's List of Outside Evaluators*♪ | <input type="checkbox"/> |
| Supplemental College Form* ♪ | <input type="checkbox"/> |
| Chairperson's Letters to External Evaluators*♪ | <input type="checkbox"/> |
| Current Curriculum Vitae | <input type="checkbox"/> |
| External Evaluators' Letters*♪ | <input type="checkbox"/> |

II. Initial Appointment Documentation

- | | |
|---|--------------------------|
| Application Form/Curriculum Vitae | <input type="checkbox"/> |
| Appointment Letters/Forms | |
| Department | <input type="checkbox"/> |
| College P&B | <input type="checkbox"/> |
| President/Provost | <input type="checkbox"/> |
| Letters of Reference | <input type="checkbox"/> |
| Educational Background | <input type="checkbox"/> |
| Basic Personnel and Address Information | <input type="checkbox"/> |
| Letter of Acceptance | <input type="checkbox"/> |

Chairperson's Signature: _____ Date: _____

Print Name: _____

* Not required for annual reappointments (without tenure)

♪ Not required for lecturers

NOTE: Verification documents (1-9 Form, degree(s), certificates and copy of the social security card) are no longer required to be in the administration file when it is delivered to the Reading Room.

Personal File Inventory Checklist

Candidate's Name: _____

	Complete?	Initialed by Candidate?
I. Evaluative Information		
Chairperson's Report (optional)*	<input type="checkbox"/>	<input type="checkbox"/>
Observation and Post-Observation Conference Reports (Each Term)	<input type="checkbox"/>	<input type="checkbox"/>
Annual Conference Reports	<input type="checkbox"/>	<input type="checkbox"/>
Student Evaluation of the Faculty Reports	<input type="checkbox"/>	<input type="checkbox"/>
Department and Dean's Third-Year Review Reports ♪	<input type="checkbox"/>	<input type="checkbox"/>
II. Correspondence and Other Information		
Brooklyn College Correspondence	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Commendation	<input type="checkbox"/>	<input type="checkbox"/>
III. Work Information		
Multiple Position Forms	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>
IV. Academic / Professional Information		
Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
Candidate's Personal Statement*	<input type="checkbox"/>	<input type="checkbox"/>
Publications	<input type="checkbox"/>	<input type="checkbox"/>
Letters from Publishers	<input type="checkbox"/>	<input type="checkbox"/>
Grants	<input type="checkbox"/>	<input type="checkbox"/>
Awards and Honors	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Portfolio (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Other Academic/Professional Information	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson's Signature: _____ Date: _____

Print Name: _____

Candidate's Signature: _____ Date: _____

* Promotion and Tenure/CCE Only
 ♪ Not required for Lecturers.