

Administration File Inventory Checklist – CLT

Candidate's Name: _____

I. Current Data	Complete?
Proposed Job Description*	<input type="checkbox"/>
Current Curriculum Vitae	<input type="checkbox"/>
Human Resource Services' Approval*	<input type="checkbox"/>
Proposed Department Organizational Chart*♠	<input type="checkbox"/>

II. Initial Appointment Documentation (Created during the hiring process)

Curriculum Vitae	<input type="checkbox"/>
Appointment Letters/Forms	
Department (If applicable)	<input type="checkbox"/>
President/Provost/Human Resources (If applicable)	<input type="checkbox"/>
Letters of Reference	<input type="checkbox"/>
Letter of Acceptance♦	<input type="checkbox"/>

Chairperson's Signature: _____ Date: _____

Print Name: _____

* Promotion only

♠ Chart must show how the new position fits within the structure of the department.

♦ Letter signed in acceptance of job offer.

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. If these documents are a part of the file, please remove them before delivery to the Reading Room.



Personal File Inventory Checklist - CLT

Candidate's Name: _____

	Complete?	Initialed by Candidate?
I. Evaluative Information		
Annual Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson's Letter* †	<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		
Current Job Description	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>
Multiple Position for Non-Teaching Staff♦	<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"/>
Grants	<input type="checkbox"/>	<input type="checkbox"/>
Awards and Honors	<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 only

† To be written by the Area Head for Non-Academic CLTs

♦ Formally known as Overload Appointment

♪ Required for Promotion and tenure