Brooklyn College
The City University of New York

Administration File Inventory Checklist - Faculty

Candidate's Name: _____

I. Current Data   **Complete?**

Chairperson's List of Outside Evaluators*♪   ☐

Supplemental College Form* ♪   ☐

Chairperson's Letters to External Evaluators*♪   ☐

Current Curriculum Vitae   ☐

External Evaluators' Letters*♪   ☐

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

Curriculum Vitae   ☐

Appointment Letters/Forms

Department (if applicable)   ☐

President/Provost/Human Resources (if applicable)   ☐

Letters of Reference   ☐

Letter of Acceptance♦   ☐

Chairperson's Signature: _____   Date: _____

Print Name: _____

* Not required for annual reappointments (without tenure)

♪Not required for lecturers

♦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 - Faculty

Candidate's Name:

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

Chairperson's Signature: _____ Date: _____

Print Name: _____

Candidate's Signature: _____ Date: _____

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