

Attachment C-10A

**CHECKLIST OF DOCUMENTS FOR REAPPOINTMENT OF LECTURERS/SENIOR LECTURERS WITH POTENTIAL FOR SECURITY OF EMPLOYMENT**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Submit original:

- A Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter *(optional) (confidential)*
- E. Departmental Letter *(must include vote) 2 page maximum*
- F. Minority Report *(if applicable) 2 page maximum*
- G. Candidate's response to the Department Letter *(optional) 2 page maximum*
- H. Candidate's Self-Statement *(optional but strongly encouraged)*
- I. Candidate's Response to material in the file *(optional)*
- \*\*  J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
  - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography *(since appointment)*
- N. Difference List with items to be credited since last advance or appointment *(optional)*
  - Difference List cover sheet included *(optional)*
- O. Professional Achievement and Activity *(since appointment)*
- P. University and /Public Service *(since appointment)*
- Q. Grant Activity *(since appointment)*
- R. Teaching Information Form *(since appointment)*
- S. Student Evaluation of Teaching (include evaluations since appointment)
- \*\*  T. Classroom Observations *(since appointment)*
- \*\*  U. Letters From Other Departments/ Programs/ Institutes/ Centers *(as appropriate)*
- \*\*  V. Other - Confidential *(specify item(s) below):*  
 \_\_\_\_\_  
 \_\_\_\_\_
- W. Other - Non-confidential *(specify item(s) below):*  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\* = Indicate # included

File Tracking

\_\_\_\_\_ file sent to Dean's office  
 Chair Signature & Date

Received in	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												