

**CHECKLIST OF DOCUMENTS FOR REAPPOINTMENT**

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

See [The CALL](#) for details on how to complete these required parts of the review.

- A Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Signed Candidate Statement for Conflict of Commitment
- D. Department Chair's Letter *(optional) (confidential)*
- E.<sup>1</sup> Departmental Recommendation Letter *(must include vote)*
- F.<sup>1</sup> Minority Report *(if applicable)*
- G.<sup>1</sup> Candidate's response to the Departmental Recommendation Letter *(optional)*
- H.<sup>1</sup> Candidate's Self-Statement *(optional but strongly encouraged)*
- I. Candidate's Response to material in the file *(optional)*
- J.<sup>2</sup> Student Letters Evaluating Teaching *(required if non-confidential teaching evaluations are not provided)*
  - Solicitation letter or statement as to how obtained
- K. Current Bibliography of Publications/Creative Activity
- L.<sup>3</sup> Bibliography
- M. Difference List with items to be credited since last advance or appointment *(optional)*
  - Difference List Cover Sheet *(optional)*
- N.<sup>3</sup> Professional Activity and Service *(not applicable for SOE Series)*
- O.<sup>4</sup> Professional Achievement and Service *(since appointment)*
- P.<sup>3</sup> University and Public Service
- Q.<sup>3</sup> Grant Activity
- R.<sup>3</sup> Teaching Information Form
- S.<sup>3</sup> Student Evaluation of Teaching
- T.<sup>4</sup> Classroom Observations *(since appointment)*
- U. Letters from Other Departments/ Programs/ Institutes/ Centers *(optional)*
- V. Mentorship Statement *(Optional)*
- W. Department Research and Creative Work Statement *(Required)*
- X. Covid-Impact Statement *(Optional)*
- Y. Other - Confidential *(specify item(s) below):*  
\_\_\_\_\_
- Z. Other - Non-confidential *(specify item(s) below):*  
\_\_\_\_\_

<sup>1</sup> See [The CALL](#) for page limitations  
<sup>2</sup> Indicate # included  
<sup>3</sup> Since appointment  
<sup>4</sup> For Lecturer with Security of Employment Series only

**FILE TRACKING**

Description	Date	Initials	Comments
File received in Dean's Office			
File received in APO			
File sent to CAP			
Final decision received in APO			
Announcement date			

Additional Remarks (if applicable): Attach a separate sheet