

**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. Other - Confidential (*specify item(s) below*):  
\_\_\_\_\_
- W. 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
<b>File received in Dean's Office</b>			
<b>File received in APO</b>			
<b>File sent to CAP</b>			
<b>Final decision received in APO</b>			
<b>Announcement date</b>			

**Additional Remarks** (if applicable): Attach a separate sheet