

**FORM C: CANDIDATE'S PERSONNEL FILE VERIFICATION FOR TENURE
Fall Hires**

Name of Candidate: _____ Department: _____

Please verify that your file in the Human Resources Office contains all of the following materials. If any materials are missing, please try to locate them. Should any materials be unavailable, briefly explain in the "Comments" column. Submit to tenure-submission@iup.edu by **Feb 15, 2017**.

Materials	Check if Present in File	Comments
Student Evaluations		
Fall 2016 (Available in January)		
Spring 2016		
Fall 2015		
Spring 2015		
Fall 2014		
Spring 2014		
Fall 2013		
Spring 2013		
Fall 2012		
Peer Observations		
Fall 2016 1		
2		
Spring 2016 1		
2		
Fall 2015 1		
2		

Spring 2015	1		
	2		
Fall 2014	1		
	2		
Spring 2014	1		
	2		
Fall 2013	1		
	2		
Spring 2013	1		
	2		
Fall 2012	1		
	2		
Chair Observations			
Fall 2016			
2015-2016			
2014-2015			
2013-2014			
2012-2013			
DEC Evaluations			
Fall 2016			
2015-2016			
2014-2015			
2013-2014			
2012-2013			
Chair Evaluations			
Fall 2016			

2015-2016		
2014-2015		
2013-2014		
2012-2013		
Dean Evaluations		
Fall 2016		
2015-2016		
2014-2015		
2013-2014		
2012-2013		

I verify that I have examined my personnel file and that all materials listed above are contained therein with the exception of any unavailable materials, as explained above.

Tenure Candidate

Date