

**FORM B: DEPARTMENT TENURE COMMITTEE (DTC)
PERSONNEL FILE VERIFICATION FOR TENURE – Fall Hires**

Name of Candidate: _____ Department: _____

Please verify that the candidate’s 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, 2018**.

Materials	Check if Present in File	Comments
Student Evaluations		
Fall 2017 (Available in January)		
Spring 2017		
Fall 2016		
Spring 2016		
Fall 2015		
Spring 2015		
Fall 2014		
Spring 2014		
Fall 2013		
Peer Observations		
Fall 2017 1		
2		
Spring 2017 1		
2		
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		
Chair Observations			
Fall 2017			
2016-2017			
2015-2016			
2014-2015			
2013-2014			
DEC Evaluations			
Fall 2017			
2016-2017			
2015-2016			
2014-2015			
2013-2014			
Chair Evaluations			
Fall 2017			
2016-2017			

2015-2016		
2014-2015		
2013-2014		
Dean Evaluations		
Fall 2017		
2016-2017		
2015-2016		
2014-2015		
2013-2014		

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

DTC Chair

Date