**CANDIDATE PERSONNEL FILE VERIFICATION FOR TENURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 by **February 15th for Fall Hires or October 1st for Spring Hires.**

By submission of this form on MyIUP, I verify that I have examined my personnel file and that all materials listed below are contained therein with the exception of any unavailable materials, as explained below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials** | **Present in File?** | **Date on Document** | **Comments** |
| **Student Evaluations** |
| 5th Year – Fall  |  |  |  |
| 5th Year – Spring  |  |  |  |
| 4th Year – Fall |  |  |  |
| 4th Year – Spring |  |  |  |
| 3rd Year – Fall |  |  |  |
| 3rd Year – Spring |  |  |  |
| 2nd Year – Fall |  |  |  |
| 2nd Year – Spring |  |  |  |
| 1st Year – Fall |  |  |  |
| 1st Year – Spring |  |  |  |
| **Peer Observations** |
| 5th Year Fall 1 |  |  |  |
|  2 |  |  |  |
| 4th Year Spring 1 |  |  |  |
|  2 |  |  |  |
| **Materials** | **Present in File?** | **Date on Document** | **Comments** |
| 4th Year Fall 1 |  |  |  |
|  2 |  |  |  |
| 3rd Year Spring 1 |  |  |  |
|  2 |  |  |  |
| 3rd Year Fall 1 |  |  |  |
|  2 |  |  |  |
| 2nd Year Spring 1 |  |  |  |
|  2 |  |  |  |
| 2nd Year Fall 1 |  |  |  |
|  2 |  |  |  |
| 1st Year Spring 1 |  |  |  |
|  2 |  |  |  |
| 1st Year Fall 1 |  |  |  |
|  2 |  |  |  |
| **Department Chair Observations** |
| 5th Year |  |  |  |
| 4th Year |  |  |  |
| 3rd Year |  |  |  |
| 2nd Year |  |  |  |
| 1st Year |  |  |  |
| **Department Evaluation Committee Evaluations** |
| 4th Year |  |  |  |
| 3rd Year |  |  |  |
| 2nd Year |  |  |  |
| 1st Year |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials** | **Present in File?** | **Date on Document** | **Comments** |
| **Chair Evaluations** |
| 4th Year |  |  |  |
| 3rd Year |  |  |  |
| 2nd Year |  |  |  |
| 1st Year |  |  |  |
| **Dean Evaluations** |
| 4th Year |  |  |  |
| 3rd Year |  |  |  |
| 2nd Year |  |  |  |
| 1st Year |  |  |  |