

## Organization of Major Personnel Action Files

01-FrontMatter

01a-ToC

01b-Rec-TenureSummary

02-Rec-Dean

03-Rec-CPC

04-Rec-Chair

05-Rec-DPC

06-CV

07-PersonalStmnt

08-WaiverAccessRights

09-LtrsSolicitingRecs

10-Contribs-ResearchEtc

10a-Ltrs-Scholarshp (*not required for 4<sup>th</sup> year reviews*)

10b-ReviewerCVs

10c-COIDisclosure

10d-AdditionalMaterials

11-ContribService

11a-UMBService

11b-ExternalService

11c-AdditionalMaterials

12-ContribTeaching

12a-SudentLtrsFrDept

12b-SudentLtrsFrCandidate

12c-AdditionalMaterials

*(Student names, like the names of all other reviewers, must appear in the Table of Contents)*

13-AFRs

14-PublicationBiblio

15-TeachingEvals (*must include all courses taught by candidate for period under review*)

16-PublicationCopies

17-TeachingMats (*only if candidate wishes to include these materials*)

17a-Syllabi

17b-Assignmnts

18-AdditionalMaterials