

Building Your Personnel File: Documents for Faculty to Keep

The following list identifies documents that the Faculty Personnel Committee (FPC) recommends that you keep and submit upon request.

A curriculum vitae should be submitted annually.

The following should be submitted to your personnel file as you go along:

- Copies of peer-reviewed published or completed work that is evidence of achievement in the area of scholarship
- Contracts from publishers for books or other items of scholarship
- Grant applications to and award notifications from external agencies
- Significant reviews of published works
- Items that cannot be submitted electronically should be submitted to the Provost's Office.

The following should be saved for inclusion in your review file:

- Sample of course syllabi from recent and previous semesters
- Other pertinent evidence of classroom methods and pedagogy
- A current curriculum vitae (this should be submitted annually)
- Professional Activities Statements (PAS)
- Department chair evaluation reports for each evaluation period
- Peer evaluation reports on your teaching
- Sabbatical, leave-of-absence, and reassigned time applications and final reports, with the FPC's memos acknowledging those reports
- Internal grant applications and final reports to the Research and Development Committee
- External grant applications and final reports
- Reappointment letters in which the College's formal evaluation of your progress is summarized.

Items of this sort should be kept for your own records:

- Salary and promotion history.