

II.B.

FACULTY PERSONNEL FILES
(Revised: July 15, 1995; January 2013)

Faculty personnel files kept in the Office of the Dean contain the following materials:

1. Employment History File
 1. Application for employment
 2. Official transcripts showing all graduate work and the awarding of degrees
 3. A&M-CC employment contracts
 4. Copies of correspondence related to contracts
 5. File copies of vacation, travel, and leave forms
 6. File copies of outside employment approval forms
 7. Other relevant personnel forms
 8. Miscellaneous correspondence

2. Faculty Accomplishments File
 1. Annually updated *curriculum vitae* (submitted by faculty)
 2. Faculty Activity Reports
 3. Department Chair Annual Review Reports
 4. Reports and recommendations from the Department and College Promotion and Tenure Review Committee, the Department Chair, and the Dean related to tenure and promotion decisions
 5. Summary report of courses taught, class size, grade distribution, and student rating data
 6. Open ended response data from the most recent year of student course ratings
 7. Faculty submitted materials related to teaching effectiveness and faculty development activities
 8. Faculty submitted materials related to scholarly and/or creative accomplishments
 9. Faculty submitted materials related to professional, university, college, and community service