

CHECKLIST FOR PERSONNEL BINDER

SECTION I – Candidate Information and Evaluations

- Curriculum Vitae (C.V.)
- Candidate's Statement -
- Annual Evaluations and reports by the department chair
- Masked copies of external reviews obtained before Fall 1994.
- Other recommendations and Comments

SECTION II – Teaching Portfolio

- Peer Observation Reports including past observations conference memoranda.
- Student Evaluations –
- Other teaching documentation
- Pedagogical materials developed by candidate and documentation on the use of the materials.

SECTION III – Service Portfolio

- Materials pertaining to service activities that are itemized on the curriculum vitae.

SECTION IV – Research Portfolio

- Publications
- Other items listed on curriculum vitae
- Programs- materials related to presentations at professional meetings cited on the curriculum vitae.
- Grants- Fellowship and scholar incentive leave reports.
- Other documentation

SECTION V – General Information and Correspondence

- Workload History- include copies of workload reports and released time for research and service.
- Correspondence
- Copy of current departmental policies and procedures, if available.

BARUCH COLLEGE

Format For Personnel Review Binders for Reappointment, Reappointment with Tenure, Promotion

All *personnel files* for candidates for reappointment, reappointment with tenure, and promotion will be presented in a binder organized as described below. The chair of the department, or a designated member of the review committee, should assist the candidate in the preparation of the review file. The file must be submitted in compliance with this format, but the candidate is not prohibited from including any additional documentation that would provide evidence for the consideration of the reviewing committee. All material should be in reverse chronological order, most recent first. [For *administration files* see below after Section V.]

TABLE OF CONTENTS: A Table of Contents, listing all materials from the candidate's personal file, must be included at the front of the file.

SECTION I. Candidate Information and Evaluations.

1. C.V. - The standard form must be used, and the c.v. must be complete and current.
2. Statement of Candidate – A self-evaluation of teaching, service and scholarship should include a brief review of important publications and an evaluation of courses taught. It should also provide information about future plans for teaching and research.
3. All annual evaluations and reports by the department chair.
4. Masked copies of external reviews which were obtained before fall 1994. Reviews obtained starting in fall 1994 are not placed in the *personal file*, but are put in the *administration file* (see below). Correspondence with reviewers and all documentation which identifies the external reviewers are filed in the *administration file*; all other correspondence related to external reviews are filed in Section V.
5. Other Recommendations and Comments- recommendations which were received by any means other than the College's external review process. If letters have been solicited by the faculty member, copies of the requesting letters should also be included. (For promotion to full professor, letters from full professors in the department are not in the *personal file*, but are placed in the candidate's *administration file*.)

SECTION II. Teaching Portfolio

1. All peer observation reports and all past observation conference memoranda.
2. Student Evaluations – In addition to the evaluations of the candidate, the binder will contain statistical data on the performance of all departmental members evaluated; data will be made available through the School Dean.
3. Other Teaching Documentation – Include any other documentation that addresses the teaching of the candidates; e.g., course syllabi, examinations, materials prepared for students.
4. Pedagogical materials developed by candidate and documentation on the use of the materials.

SECTION III. Service Portfolio

Include any materials that pertain to service activities that are itemized on the C.V. This may include statements from the department chair commenting on departmental service Assignments, letters received from professional organizations, statements from chairs of college or university committees, etc.

SECTION IV. Research Portfolio

1. Publications - Reprints of all items on the C.V. in print must be included in this section of the file. If the work is voluminous, it may be included in an appropriately identified box or boxes accompanying the binder; note the supplementary location of these materials on a sheet which is included in Section IV.
2. Other Evidence - Other items listed on the C.V., e.g. galley proofs of works in progress, acceptances, completed manuscripts and manuscripts in preparation, correspondence with editors, must be included in this section of the file.
3. Programs - Materials related to presentations at professional meetings cited on the C.V. must be included in the file.
4. Reports - Fellowship and scholar incentive leave reports must be included in the file.
5. Grants - Documentation relating to grants completed, current, and pending must be included in the file.

6. Other documentation - Any other documentation relating to research and publication activities cited on the C.V. that will assist in the evaluation of the quality of the activities must be included in the file.

SECTION V. General Information and Correspondence

1. Workload History - Include copies of the candidate's workload reports and workload summaries including released time for research and service.
2. Correspondence - Include copies of all correspondence pertaining to the external review process which does not identify the reviewers (e.g. departmental notices to candidate, copies of procedural memos sent to candidate).
3. Include a copy of the current departmental policies and procedures, if available.

Other documents which relate to the staff member's employment history but which have no bearing on his or her candidacy (e.g. personnel action forms, routine correspondence), should be kept in a separate file folder which remains part of the *personal file*.

ADMINISTRATION FILE

The faculty member's *administration file* will accompany the file binder when the review committees meet to consider the candidates for tenure and/or promotion. The *administration file* contains external reviews for tenure and promotion candidates and, in the case of promotion to full professor, letters from full professors in the candidate's department. The reviews and letters should be grouped together and placed in the front of the *administration file* folder. Only external reviews which were obtained in accordance with the Baruch policy may be included. Other reviews are filed in Section I, part 5 of the review binder and the corresponding section of the personal file.

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