

Materials Checklist For Lecturers

- _____ Background Information

- _____ Log Sheet
(list of each document placed in or removed from file,
date and person responsible)

- _____ Access Sheet
(list of who has accessed the file, date, and purpose)

- _____ Master Index
(list of all materials in the file and where located)

- _____ Current Vita

- _____ Current Department RTP Criteria

- _____ All Previous RTP Evaluations

- _____ * Teaching
(Syllabi, SOCI, Exams, etc.)

- _____ * Scholarly Activity

- _____ * Service

* Please refer to the **CSUB Handbook**, Section 306.2 and Appendix G, for further information regarding what materials are appropriate to include in your RTP file. Your department chair can also offer advice.

It is not necessary to place this Materials Checklist in your Working Personnel Action File. This Checklist is simply provided as a reference as you prepare your file.