

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 Periodic Evaluations

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

_____ * Scholarly Activity

_____ * Service

* Please refer to the **University Handbook**, Section 322 for further information regarding what materials are appropriate to include in your Periodic Review 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.