

# PERSONNEL ACTION PORTFOLIO CHECKLIST FOR SUPPORTING DOCUMENTS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_ Letter to department head requesting change in status

\_\_\_ Original letter of recommendation from the dean

\_\_\_ A current resume

\_\_\_ Comprehensive evaluation

\_\_\_ Copies of student evaluations, peer evaluations and other documents to demonstrate effective teaching

\_\_\_ Copies of materials to demonstrate significant contributions to curricular improvement, research, scholarly publications, or artistic activity, and professional societies

\_\_\_ Copies of materials that attest to university service

\_\_\_ Copies of documents that illustrate involvement in community/public service

\_\_\_ Scholarly/Creative Activity Form

\_\_\_ Personnel Action Requiring Approval of the President or Board of Governors Form ([http://www.northcarolina.edu/hr/hr\\_council/hrcouncil/PAForm100-2010-2011.doc](http://www.northcarolina.edu/hr/hr_council/hrcouncil/PAForm100-2010-2011.doc))

**(Do not submit for **reappointment** or **promotion** only)**

\_\_\_ Compliance with Minimum Criteria Form