

PERSONNEL FILE CHECKLIST

Name _____

Date _____

The college is required to consult the official personnel file when making all personnel decisions and recommendations. In addition, any documents placed in the file since the last evaluation becomes part of the summary evaluation and is weighted 15%. It is extremely important that every unit member review the personnel file at least once per year by making an appointment with the appropriate college office. Unit members shall be sent a copy of any material placed in the file within seven (7) days and shall have the right to file a statement in response to any written documents placed in the file. The college is required to maintain the confidentiality of the official personnel file. Please use this checklist as a guide to ensure that your personnel file is complete.

	Document	Present	Missing
	All Unit Members		
1	Sign-in sheet indicating names of individuals who reviewed the file, the date, and the reason.		
2	Resume		
3	Application		
4	Appointment Letter		
5	Annual Contracts/Appointment Letters - Years 1 - 6		
6	Tenure Appointment Letter		
7	Personal Data Classification Updates/Points		
8	Salary Increase Explanation Sheets		
9	Recommendations, Letters of Appreciation, etc. from students, administrators, and the community		
10	Sabbatical Leave Applications/Recommendations Form IX-1		
	Professional Staff		
11	PS – Original Classification Compensation - Form - M004		
12	PS – Pay Grade Upgrades		
13	PS - Annual Position Descriptions - Form E-7		
14	PS - Summary Evaluations & Components Forms E-5, E-4 (If Assigned), E-8		
	Faculty		
15	Faculty - Original Classification Compensation - Form - M002		
16	Faculty - Summary Evaluations & Components Forms E1-E6 <i>All course materials should be returned to faculty and should not be included in personnel files for faculty evaluated after 1981.</i>		
17	Faculty – Change of Rank Letters		
18	Faculty – Dept. Chair/Program Coordinator Peer Evaluations – Form XX-1 or Form XX-2		
19	Faculty - Dept. Chair/Program Coordinator Evaluations completed by supervisor on March 30.		