

*Truman State University*  
*Office of the Provost/Vice President for Academic Affairs*

## PERSONNEL ACTION NOTICE INVENTORY CHECKLIST

*Note:* To use this checklist as an electronic form, double click in the area in which you would like to type. Once you are finished, you can print out the form with your changes. You will not be able to save the form unless you have the full version of Adobe Acrobat Professional.

**Faculty Member:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Current Action:**     Reappointment  
                           Tenure  
                           Promotion to:                     Assistant     Associate     Full Professor

**Credit Toward Tenure:** \_\_\_\_\_ (years)    **Credit Toward Promotion:** \_\_\_\_\_ (years)

**Current Title:** \_\_\_\_\_

**Next Summative Action:**  Promotion     Tenure    **Date of Next Summative Action:** \_\_\_\_\_

**Comments/Notes** (e.g., off-cycle): \_\_\_\_\_  
\_\_\_\_\_

### PORTFOLIO CONTENTS

*Please include the following items in this order:*

- Letter from Dean (and/or Department Chair) that includes summary evaluation of:
  - Teaching, including:*
    - Assessment
    - Support for liberal arts
    - Summary and analysis of course evaluations
  - Scholarship (Optional for Temporary Faculty -- consult with Dean)*
  - Service*
- Reflective statement (Includes goals and self-assessment)
- Updated curriculum vitae
- Evidence of teaching effectiveness (syllabi, assignments, student work, etc.)
- Other materials (please list):
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_