

Tenure Track	#Copies incl Orig)			Initial Appointment		
	ASAC	Acad Affairs	HSAC	Asst Prof or Instr on TT	Assoc Prof w/o Tenure	Full or Assoc Prof w/ Tenure
Standard Order: #1-5						
1. AP2	6	4	8	◆	◆	◆
Full Curriculum Vita (dated w/page #s)						
a) Personal						
b) Education						
c) Professional experience						
d) Honors						
e) Bibliography (show author order)						
f) Books & chapters(incl pgs)						
g) Refereed papers/articles (incl pgs)						
h) Refereed unpublished oral presentations &/or abstracts						
j) Other unrefereed works(incl book reviews)	6	4	8	◆	◆	◆
k) Grants (role, amount, dates, agency, etc.)	6	4	8	◆	◆	◆
l) Professional service						
2. Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean. <i>see example</i>) [mark with tab]	6	4	8	◆	◆	◆
3. School/Department Promotions Committee report (if available)	6	4	8	◆	◆	◆
4. Outside letters of recommendation (at least four; include all letters received, not a selected subset) [mark with tab]	6	4	8	◆	◆	◆
5. Any additional information or materials that the school would like to submit but which is not duplicative of the above, e.g., support info on clinical service, and/or administrative duties.	6	4	8	◆	◆	◆
Requirements Not Part of the Standard Order (include with Originals)						
6. Copy of EPAWeb Action (or ATF Form)	1	1	1	◆	◆	◆
7. AP2a	1	1	1	◆	◆	◆
8. EEO Approval	1	1	1	◆	◆	◆
9. I-9 Form with approved EEV verification # (to EEV Coordinators in HR Workforce Planning & Compensation)				◆	◆	◆
10. Tax Cards & Payroll Direct Deposit (To Payroll)				◆	◆	◆
11. Criminal Conviction Check Authorization [Appointee should send form in sealed envelope marked "confidential" to the appropriate Dean's Office.]				◆	◆	◆
12. Recommendation for Joint Appt(if applicable)	1	1	1			
13. OP1 (keep in dept office)				◆	◆	◆

updated: (01/17/08)