|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | **TO BE FILLED OUT BY PERSON SUBMITTING FILE(S)** | | | | | | | | | |
| **(Please Type)** | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| *Office of Human Resources* | | | | | | | Date: | Click here or arrow to enter date. | | | | | | | | |
| First Name: | | | Click here to enter First Name. | | | | | | |
| Last Name: | | | Click here to enter Last Name. | | | | | | |
| **FACULTY** PERSONNEL FILE  SUBMISSION FORM | | | | | | | Department: | | | Click here to enter Department. | | | | | | |
| Payroll/Contract Title: | | | | Click here to enter Title. | | | | | |
| *All forms must be typed except for signatures; otherwise, they will be returned.* | | | | | | |  | | |  | |  | |  | |  |
|  | |  | |  | |  |
| *No document will be accepted without the date, printed name, AND signature. Also, please ensure that all indicated submissions are attached.* | | | | | | | **Signature:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
|  | |  | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| **SUBMISSION DESCRIPTION** | | | | | | | | | | | | | | | | |
| ***I. SCHOLARSHIP (Please indicate how may.)*** | | | | | | | ***II. COLLEGE SERVICE*** | | | | | | | | | |
| Creative Works | | | Grants | | Publications | | Campus-Wide Event | | | | Committee | | | | Student Advisement | |
| Description: | | | | | | | Other | | | | | | | | | |
| Click here to enter description. | | | | | | | Click here to enter other. | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| ***III. LETTER OF SUPPORT*** | | | | | | | ***IV. PEDAGOGICAL PARTICIPATION*** | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| Recommendation | | | | *Thank You* Letter | | | Conference | | | | | | Presentation | | | |
|  | | | | | | |  | | | | | | | | | |
| From whom? | | Staff | | Faculty | | Student | Brief Description: | | | | | | | | | |
|  | | | | | | | Click here to enter brief description. | | | | | | | | | |
| Other | Click here to enter other. | | | | | |
|  |
|  |
|  |
|  | | | | | | |  | | | | | | | | | |
| ***V. COMMENTS/OTHER*** | | | | | | |  | | | | | | | | | |
| Click here to enter comments. | | | | | | | | | | | | | | | | |
| **HUMAN RESOURCES USE ONLY** | | | | | | | | | | | | | | | | |
| Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| Missing Document(s)? Yes No | | | | | | |  | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |