Materials Checklist
For Tenured & Tenure-Track Faculty

_____ Background Information

_____ Log Sheet
(list of each document placed in or removed from file,
date and person responsible)

_____ Access Sheet
(list of who has accessed the file, date, and purpose)

_____ Master Index
(list of all materials in the file and where located)

_____ Current Vita

_____ Current Department RTP Criteria

_____ All Previous RTP Evaluations

_____ * Teaching
(Syllabi, SOCI, Exams, etc.)

_____ * Scholarly Activity

_____ * Service

* Please refer to the **Academic Policy Manual**, Section 400 for further information
regarding what materials are appropriate to include in your RTP file. Your department chair
can also offer advice.

It is not necessary to place this Materials Checklist in your Working Personnel Action File.
This Checklist is simply provided as a reference as you prepare your file.