**REVIEW SHEET**

*Applicant, please type your name and department below and on page 3.*

*This .docx file does not need to be converted into a .pdf.*

**NAME OF FACULTY MEMBER**:

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| --- |
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**DEPARTMENT:**

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|  |

**DEPARTMENTAL PERSONNEL COMMITTEE RECOMMENDATION:** [ ]  **Major** [ ]  **Merit** [ ]  **No Award**

Rationale:

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|  |

Submitted by (type name of departmental personnel committee chair):

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| --- |
|  |

Date:

|  |
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**Department Chair Recommendation:** [ ]  **Major** [ ]  **Merit** [ ]  **No Award**

Rationale:

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Submitted by (type name of chair):

|  |
| --- |
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Date:

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**DEAN Recommendation:** [ ]  **Major** [ ]  **Merit** [ ]  **No Award** Rationale:

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Submitted by (type name of dean):

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|  |

Date:

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**SALARY INCREASE COMMITTEE Recommendation:** [ ]  **Major** [ ]  **Merit** [ ]  **No Award** Rationale:

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Submitted by (type name of committee chair):

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Date:

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**CHECKLIST**

**NAME OF FACULTY MEMBER**:

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**DEPARTMENT:**

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|  |

**To be completed by the candidate:**

Following is an outline of the required documentation, in the exact order in which it should appear in the file.

Click YES or NO box for each item.

[ ]  YES [ ]  NO 1. Review/Cover sheet (p. 1 of this packet)

[ ]  YES [ ]  NO 2. This checklist

[ ]  YES [ ]  NO 3. Brief (one-page) list outlining accomplishments (Use the form that follows this

 checklist.)

[ ]  YES [ ]  NO 4. Annual Faculty Reports (for 2024 and 2023, in that order)

[ ]  YES [ ]  NO 5. Current curriculum vitae in [SUNY New Paltz format](https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf)

Submit your complete application via your newpaltz.edu email to your department chair

(or dean in the School of Business).

**BRIEF LIST OUTLINING ACCOMPLISHMENTS**

***(1 page only)***