**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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**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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**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.) You may include an addendum – e.g., examples of syllabi to support

claims made about exceptional teaching.

YES  NO 4. Current curriculum vitae in [SUNY New Paltz format](https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf). This should include the date

of your initial appointment at SUNY New Paltz. All classes taught at New Paltz

during the reporting period should be clearly identified.

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;*** *may include an addendum – e.g., syllabi, as noted above)*