

Common Packet Issues

Attachments:

- Missing redacted versions of attached reference letters or confidential information (attach both redacted and un-redacted versions)
- Extraneous info (e.g. Attachment A, bio form, offer letters)
- Missing Important Points for Discussion Form for new appointments or change in series at the Assistant rank and above.
- The wrong 'Attachment Type' is selected for the attached document
- Should not be used to correct mistakes or omissions on chair's letter

CV:

- Missing required sections or review criteria (e.g. Teaching Narrative)
- Missing dates

Email address:

- Candidate's email address is not entered into OLPPS - CLUP screen. (Notifications cannot be sent without candidate's email address)

Packet page:

- Recalls: rank or step not required
- Steps: When uncertain whether to put a step when it's WOS: see "Step Requirements for WOS Appointment and Part-time Non-Senate" available on Academic Affairs website

Profile page:

- Steps should not be indicated for true volunteers, WOS NFA and Recall employees.
- Missing affiliation (Gladstone, VA, etc.)

References:

- Referees at lower rank than candidates rank without explanation. In general, referees should be at or above candidates proposed rank
- Missing minimum required reference letters
- Reference types miscoded (e.g. internal coded as external)

Teaching Evaluations:

- Names of other faculty members that appear in teaching and course evaluations need to be redacted
- Redact if a teaching evaluation needs redacting because the Teaching Evaluations tab has no redacting function
- Missing teaching evaluations for formal teaching