Name: __________________________________________________________

Department: ______________________________________________________

Probationary Year: _______; Service Credit: _______

The following information must be contained in the PIF

1.0 Table of Contents of PIF
   Table of Contents of Appendix (if necessary)

2.0 College Personnel Standards

3.0 Department Personnel Standards (or Section 600)

4.0 Current Resume

5.0 Teaching Effectiveness and Direct Instructional Contributions
   Narrative Summary
   List of courses taught each semester, covering the entire probationary period
   or the period of time since last action (e.g., promotion)
   Evidence of teaching effectiveness and contributions

6.0 Contributions to the Field of Study
   Narrative Summary
   Evidence of contributions to the field of study

7.0 Contributions to the University and Community
   Narrative Summary
   Any additional substantive evidence of contributions to the university
   and community

Note: The following information is contained in the PAF
(You do not need to include this information in your PIF)

• A copy of faculty appointment letter

• Copies of recommendations of Department Personnel Committee, Department Chair, College Personnel Committee, Dean and Provost/President