

TO BE FILLED OUT BY PERSON SUBMITTING FILE(S)
(Please Type)

Date: Click here or arrow to enter date.

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Chairperson/
Designee: _____

Office of Human Resources

CHAIRPERSON PERSONNEL FILE SUBMISSION FORM

*All forms must be typed except for signatures;
otherwise, they will be returned.*

*No document will be accepted without the date,
printed name, AND signature. Also, please ensure that
all indicated submissions are attached.*

SUBMISSION DESCRIPTION

I. CHAIRPERSON SUBMISSION

Annual	Curriculum Vitae	P & B Action Forms
Letters	Observations	Other

V. COMMENTS/OTHER

Click here to enter comments.

HUMAN RESOURCES USE ONLY

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If yes, explain: _____