

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, <u>AND</u> signature. Also, please ensure that all indicated submissions are <u>attached</u>.

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

Date: Click here or arrow to enter date.

First Name: Click here to enter First Name.

Last Name: Click here to enter Last Name.

Department: Click here to enter Department.

Payroll/Contract Click here to enter Title.

Chairperson/ Designee:

SUBMISSION DESCRIPTION		
I. CHAIRPERSON SUBMISSION		
Annual □	Curriculum Vitae □	P & B Action Forms □
Letters □	Observations $\square$	Other □
V. <u>COMMENTS/OTHER</u>		
Click here to enter comments.		
HUMAN RESOURCES USE ONLY		
Date received:		
	nt(s)? Yes ☐ No ☐	
If yes, explain:		