Sample of Academic Review Tracking Template

Publish date: 1

Last	First	Mentor	Title	Step	Initial Appt Date	Reappt Date	Salary	O/S	CER CAP chair meeting w/candidate	Personnel Action	materials rec'd from candidate	mentor letter	referee names		referee letters	file ready for dept review	recruitment waiver	ad hoc / executive		dept vote	Director's letter	summary form signature	cert B	file to ORU/AP person	file to ORA	ORA response
													candidate	dept				committee	letter							
Einstein	Albert	Tynan	Asst Project Scientist	2	07/01/07	07/01/11	$ 68,500	No	06/01/10	Merit	07/15/10	07/30/10	n/a	n/a	n/a	09/01/10	n/a	yes	10/01/10	10/15/10	10/20/10	10/20/10	10/25/10	10/25/10	11/01/10	07/01/11