INTERNAL PERSONNEL INVENTORY

Personnel data for faculty and administrative staff is provided for payroll, contract, catalog, and directory needs through the Office of the Provost. Personnel information is confidential and is available only by written request with the authorization of the Provost. Should any of this information change, please inform this office. Your payroll records, mail, etc. could be affected. Thank you.

1. BIRTH DATE _ _ / _ _ / _ _ _ _

2. NAME (full legal name for IRS purposes)
   / _ / / _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ / / _ _ _ _ _ _ _ _ _ _ _ /
   last   first   middle

3. NAME (name as it should appear in the directory and on mailing labels)
   / _ /
   last, title (Mr., Mrs., Ms., Miss, Dr., Col.), first, middle

4. TITLE (If you have a title in addition to the ranks listed below in item 14 – Dean, Director, Production Manager, etc.)
   / _ /

5. COLLEGE, PROGRAM, DEPARTMENT OR SERVICE AREA
   / _ /

6. HOME ADDRESS   / _ / *
                    street
                  / _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ / / _ _ / / _ _ _ _ _ _ _ _ /
                    city   state   zip code
                  *Please notify us of your new local address as soon as you have one.

7. HOME/CELL PHONE / _ _ _ / / _ _ _ / - / _ _ _ _ /   EMERGENCY CONTACT PERSON/ _ /
                     area code   number   EMERGENCY CONTACT NUMBER / _ _ _ / / _ _ _ / - / _ _ _ _
                                                                              area code   number

8. CAMPUS ADDRESS / _ /
                    building
                  / _ _ _ _ _ / / _ _ _ / - / _ _ _ _ /
                    room #   phone or extension

9. Publication Code – names & campus addresses will appear in the Faculty-Staff Directory. Your other information will print depending upon the publication code you select here. Please circle one.
   (1)   Publish all information
   (2)   Publish, no home phone
   (3)   Publish, no home address or home phone

10. Are you a veteran? _ _ _ _ _ _ _ _ _ If yes, what years did you serve? From _ _ _ _ _ _ _ _ _ until _ _ _ _ _ _ _ _ _
    Do you have a service related disability? _ _ _ _ _ _ _ _ (This information is requested for federal reporting purposes.)

11. BRADLEY START DATE   12. TENURE TYPE
    _ _ / _ _ / _ _   _ _ _ _ _ _ _ tenure
                                                    _ _ _ _ _ _ _ approved for tenure
13. RANK   _ _ _ _ _ _ _ eligible for tenure
    _ _ _ _ _ _ _ Professor   _ _ _ _ _ _ _ not eligible for tenure
    _ _ _ _ _ _ _ Associate Professor   14. MARITAL STATUS   15. GENDER
    _ _ _ _ _ _ _ Assistant Professor   _ _ _ _ _ _ _ single   _ _ _ _ _ _ _ male
    _ _ _ _ _ _ _ Instructor   _ _ _ _ _ _ _ married   _ _ _ _ _ _ _ female
    _ _ _ _ _ _ _ Adjunct Professor   _ _ _ _ _ _ _ divorced
    _ _ _ _ _ _ _ Affiliate   _ _ _ _ _ _ _ other
    _ _ _ _ _ _ _ Professional Staff, No rank   16. SPOUSE (name)
    _ _ _ _ _ _ _ Other _ _ _ _ _ _ _ _ _ _ _ _ _   / _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ / Publish in directory? _ _ _ _ _ _ _
                                                 17. PROFESSIONAL CERTIFICATES (CPA, PE)
                                                     _____

18. LIST OF ALL DEGREES (begin with highest degree now held)
    Type of Degree   University or College   Date of Award   Terminal Degree?
    / _ _ _ _ _ _ _ /   _____   _ _ / _ _ / _ _   _____
    / _ _ _ _ _ _ _ /   _____   _ _ / _ _ / _ _   _____
    / _ _ _ _ _ _ _ /   _____   _ _ / _ _ / _ _   _____
    / _ _ _ _ _ _ _ /   _____   _ _ / _ _ / _ _   _____

19. RACE
    _ _ _ _ _ _ _ _ American Indian or Alaska Native   _ _ _ _ _ _ _ _ Nonresident Alien
    _ _ _ _ _ _ _ _ Black/African-American   _ _ _ _ _ _ _ _ Native Hawaiian/Other Pacific Islander
    _ _ _ _ _ _ _ _ Asian   _ _ _ _ _ _ _ _ Two or More Races
    _ _ _ _ _ _ _ _ Hispanics of Any Race
    _ _ _ _ _ _ _ _ White
    _ _ _ _ _ _ _ _ Race and Ethnicity unknown   20. CITIZENSHIP _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (name of country)
                                                           Visa or Immigration Status _____