_____
PRINT CANDIDATE'S NAME

SIGNED STATEMENT ATTESTING TO PROCEDURAL SAFEGUARDS - (Part 1)

Every personnel review file submitted, including deferral and mandatory quinquennial review files, is required to have a Procedural Safeguards Statement signed by the candidate. Files received without a signed Procedural Safeguards Statement by the Candidate will not be accepted for review, the only exception being in cases of a mandatory review. In those extremely rare instances of a mandatory review in which a faculty member has refused to sign the Statement, a written statement from him/her should be sought by the Department Chair in which the reasons for the refusal are presented. If the faculty member refuses to provide written reasons, the Chair should make an effort to ascertain the reasons for the refusal and supply a statement on the basis of the oral response received. The Department Chair will initial & date those areas on the Procedural Safeguards Statement where he/she advised the candidate of the process.

FOR CANDIDATE: The purpose of this Statement is for you to certify that you have been informed of your rights under Section 200 of the Academic Personnel Manual and that you have been provided the opportunity to exercise those rights at the appropriate times during the review process. If you believe you have not been given your rights at any time during this review, you should bring this to the attention of your Department Chair or Dean. Your signature on this Statement does not necessarily imply that you agree with the department's recommendation. If you have any questions about the review process, please contact Academic Personnel.

Section I. Initial stages of review process prior to Department review:

I CERTIFY THAT:

A. Under APM 220-80-c
   1. I was informed of the impending review for this personnel action and of the review process (per APM 210-1, 220-80 and 160).
   2. I was provided the opportunity to ask questions, supply information and evidence, suggest names for extramural letters (where relevant), and to provide, in writing, names of extramural reviewers, who for reasons set forth by me, may not provide objective evaluations.

B. Under APM 220-80-d ***(not applicable to Deferrals)***
   1. All documents and information I have provided are accurate to the best of my knowledge.
   2. I had the opportunity to inspect all documents to be included in the file other than non-redacted confidential documents.
   3. I certify that the department provided the following redacted documents **before the department meeting:**
      ☐ Extramural letters ☐ Student letters ☐ Other confidential on _____ (date).
   4. I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon material in the file. _____ (initials)

_____ _____
Candidate's Signature Date

Section II. After the Department meeting: *(not applicable to Deferrals)*

C. Under APM 220-80-i, I understand access to designated records on the Procedural Safeguards Statement will be provided to me and in cases of appeal those that pertain to each round of review. I understand that copies of the documents I request will also be provided to the Department Chair and Dean.

D. Under APM 220-80-i, I was informed that I will receive a written statement of reasons for the final administrative decision.

E. Under APM 220-80-e,
   1. I and acknowledge that I received a copy of the department letter on _____.
   2. I was informed of the right to make written comments on the departmental recommendation within five business days of receiving it and to direct transmittal of these comments to the Chair, the Dean, or the VPAP as described in Section II.A.9.b of the Call on or before _____ at _____ (a.m. /p.m.).
   3. I was informed that if I wish to waive my right to respond to the departmental recommendation I may do so in writing (email or written correspondence – attach if applicable) prior to the date/time noted in Section II. E.3. or by signing and dating here: _____ (Candidate's signature) _____ (Date).

_____ _____
Candidate's Signature Date

_____ _____
Chair Signature Date