

**COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW**

<b>DEPARTMENTAL RECOMMENDATION</b>					
[Action] for [Candidate]					
In the Department of [                      ]					
Department Meeting Date:	Date Letter prepared:	Date(s) Revised:			
<b>PRESENT STATUS</b> (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)					
Rank & Step:	Years at Rank:	Years at Step:			
<b>DEPARTMENTAL RECOMMENDATION</b> (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate “Against” or “No Change”.)					
For/Against/No Change - Rank & Step:					
<b>REVIEW PERIOD</b> (complete for first personnel action at UCR only) <input type="checkbox"/> First Personnel Action at UCR only Use the space provided if there were items that were not credited at appointment but which have been completed (e.g. grants awarded, papers published, talks given) between the submission of the appointment file and date of appointment. List items that would normally fall under an eFile category and the new review period.					
<b>VOTE(S)</b> (Multiple ranks and steps may be proposed in which case all votes must be recorded unless vote for the highest step is unanimous. Add/delete Sections as needed. Include reasons for minority votes in narrative below.)					
<b>Rank &amp; Step</b>	#Eligible	For	Against	Abstain	Not Voting/Unavailable
<b>Advisory Vote</b>	#Eligible	For	Against	Abstain	Not Voting/Unavailable
<b>Rank &amp; Step</b>	#Eligible	For	Against	Abstain	Not Voting/Unavailable
<b>Advisory Vote</b>	#Eligible	For	Against	Abstain	Not Voting/Unavailable
<b>DEAN’S RECOMMENDATION</b> (Deans may not simply concur in accelerated merit cases or in merit recommendations where there is a split departmental vote, or where there is not a clear majority (i.e. a +2-3 vote).					
<input type="checkbox"/> Concur with Departmental Recommendation. Dean’s approval: _____ Date: _____					
<b>During the review period, Sabbatical Leave Reports (APM 740-97) are:</b>					
Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>					
<b>During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:</b>					
Yes <input type="checkbox"/> Start Date:                      End Date:                      No <input type="checkbox"/>					