

DOCUMENT CHECKLIST EXCELLENCE/CONTINUING APPOINTEE MERIT FILE

- Unit 18 Excellence Review
- Unit 18 Continuing Appointee Merit File

Name of NSF Appointee: _____

Department: _____ College/School: _____

Non-Confidential Documentation Included:

- A. Dean’s decision
- B. Associate Dean’s recommendation, if the School/College process includes a review by the Associate Dean. Otherwise, this is not required.
- C. Recommendation by one of the following: (1) Department, or (2) Department Chair, program head or designee speaking for the department or program. All recommendations must include Senate faculty vote and any other advisory votes; and address teaching excellence.
- D. Committee recommendation at the Department or College/School Level with NSF participation. A list of Departmental or College/School level Review Committee with NSF participation must be included. If there was no NSF on committee, add documentation of good faith effort to provide NSF participation.
- E. Candidate’s response to recommendation by the Department (*optional*)
- F. Teaching Load Data Form
- G. Student Evaluation of Teaching
- H. Representative Teaching Materials (*i.e. syllabi, reading lists, etc.*)
- I. Current UC Biography Form
- J. Documentation Checklist
- K. Certification Statement
- L. Candidate's Self Statement of Teaching Objectives and Performance (*optional*)
- M. Candidate's written request for material in the academic personnel file, if requested by candidate. (*optional*)
- N. Classroom visitation reports. Total number: _____
- O. Other – please specify (*e.g., professional activities; university/public service*)

Confidential Documents Included:

- P. Chair’s Letter (*optional*)
- Q. Other – please specify (*e.g., solicited student or extramural letters evaluating teaching and/or service including solicitation letter or statement*). Total number: _____