

DOCUMENTATION CHECKLIST FOR (check one)

_____ **UNIT 18 EXCELLENCE REVIEW**

_____ **UNIT 18 CONTINUING APPOINTEE MERIT FILE**

Name of NSF Appointee: _____

Department: _____

School/College: _____

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: _____