

CHECKLIST OF DOCUMENTS FOR MERITS

Name:	Department:				
See The CALL	for details on how to complete these required parts of the review.				
A.					
□ B.	Signed Procedural Safeguards Statement				
□ C.	Signed Candidate Statement for Conflict of Commitment				
D.	Department Chair's Letter (optional) (confidential)				
\Box E. ¹	Departmental Recommendation Letter (must include vote)				
\Box F. ¹	Minority Report (if applicable)				
	Candidate's response to the Departmental Recommendation Letter (optional)				
\square H. ¹	Candidate's Self-Statement (optional but strongly encouraged)				
🗌 I.	Candidate's Response to material in the file (optional)				
J. ²	Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not				
	provided)				
	Solicitation letter or statement as to how obtained				
<u> </u>	Current Bibliography of Publications/Creative Activity				
	Bibliography at Last Advance				
M.					
	Difference List Cover Sheet (optional)				
	Professional Activity and Service (not applicable for SOE Series)				
	Professional Achievement and Service (since last review, include current year)				
	University and Public Service				
	Grant Activity				
	Teaching Information Form				
\Box S. ⁴					
	Classroom Observations (since last review)				
	Letters from Other Departments/ Programs/ Institutes/ Centers (optional)				
	Mentorship Statement (Optional)				
	Department Research and Creative Work Statement (Required)				
	Covid-Impact Statement (Optional)				
∐ Y.	Other - Confidential (specify item(s) below):				

□ Z. Other - Non-confidential (specify item(s) below):

¹ See <u>The CALL</u> for page limitations ² Indicate # included

³ Since last advance or last merit if following a lateral promotion; include the current year

⁴ Include activity/evaluation for the previous three years or the last advance; whichever period of time is shorter

⁵ For Lecturer with Security of Employment Series only

FILE TRACKING					
Description	Date	Initials	Comments		
File received in Dean's Office					
File received in APO					
File sent to CAP					
Final decision received in APO					
Announcement date					

Additional Remarks (if applicable): Attach a separate sheet