

Attachment C-4A

**CHECKLIST OF DOCUMENTS FOR MERITS LECTURERS & SENIOR LECTURERS WITH SECURITY OF EMPLOYMENT OR WITH POTENTIAL SECURITY OF EMPLOYMENT**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Submit original:

- A Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (confidential) – refer to APM 210-3.c
- E. Departmental Letter (must include vote) 2 page maximum
- F. Minority Report (if applicable) 2 page maximum
- G. Candidate's response to the Department Letter (optional) 2 page maximum
- H. Candidate's Self-Statement (optional but strongly encouraged) 2 page maximum
- I. Candidate's Response to material in the file (optional)
- \*\*  J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided.)
  - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography at Last Advance, if applicable
- N. Difference List with items to be credited since last review, if applicable (blue paper)
  - Difference List cover sheet included (blue paper) (optional)
- O. Professional Achievement/Professional Activity (since last review; include the current year)
- P. University and Public Service (since last review; include the current year).
- Q. Grant Activity (if applicable, since last review; include the current year)
- R. Teaching Information Form since last review (include all teaching activity since last review)
- S. Student Evaluation of Teaching (include all teaching activity since last review)
- T. Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- \*\*  U. Classroom Observations. (since last review)
- V. Other - Confidential (specify item(s) below):  
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 \_\_\_\_\_
- W. Other - Non-confidential (specify item(s) below):  
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\*\* = Indicate # included

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**File Tracking**

\_\_\_\_\_ file sent to Dean's office  
 Chair Signature & Date

Received in	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												