

CHECKLIST OF DOCUMENTS FOR MERITS

Name: _____ Department: _____

See [The CALL](#) for details on how to complete these required parts of the review.

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Signed Candidate Statement for Conflict of Commitment
- D. Department Chair's Letter *(optional) (confidential)*
- E.¹ Departmental Recommendation Letter *(must include vote)*
- F.¹ Minority Report *(if applicable)*
- G.¹ Candidate's response to the Departmental Recommendation Letter *(optional)*
- 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
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography at Last Advance
- N. Difference List with items to be credited since last advance
 - Difference List Cover Sheet *(optional)*
- O.³ Professional Activity and Service *(not applicable for SOE Series)*
- P.⁵ Professional Achievement and Service *(since last review, include current year)*
- Q.³ University and Public Service
- R.³ Grant Activity
- S.⁴ Teaching Information Form
- T.⁴ Student Evaluation of Teaching
- U.⁵ Classroom Observations *(since last review)*
- V. Letters from Other Departments/ Programs/ Institutes/ Centers *(optional)*
- W. Other - Confidential *(specify item(s) below):*

- X. Other - Non-confidential *(specify item(s) below):*

¹ See [The CALL](#) 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