

**UNIT 18 – NON-SENATE INSTRUCTION
SIGNED STATEMENT ATTESTING TO PROCEDURAL SAFEGUARDS**

I CERTIFY THAT:

I was informed of the addition of the following material and informed by the Chair of the content.

Print Name

Signature

Date

If the above changes resulted in a new department letter, then:

1. I was informed of the departmental recommendation and of the substance of the departmental evaluations under each of the applicable criteria. I received a copy of the department letter on_____.
2. I was informed of the specific departmental vote or whether the vote was unanimous, by a strong majority, or by a narrow majority.
3. I was informed of the right to make written comments on the departmental recommendation within seven (7) calendar days of receiving it. I have chosen to:
 respond in writing to the departmental recommendation within seven (7) days.
 not respond to the departmental recommendation and waive the seven (7) day waiting period.