**COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW**

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| **DEPARTMENTAL RECOMMENDATION** | | |
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| **[Action]** for [**Candidate]** | | |
| In the **Department of [ ]** | | |
| Department Meeting Date: | Date Letter prepared: | Date(s) Revised: |
| **PRESENT STATUS** (include current full title with step including o/s if applicable. Include other titles being reviewed if applicable. | | |
| Rank & Step: | Years at Rank: | Years at Step: |
| **DEPARTMENTAL RECOMMENDATION** (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate “Against” or “No Change”. | | |
| For/Against/No Change - Rank & Step: | | |
| **REVIEW PERIOD** (complete for first personnel action at UCR only)  First Personnel Action at UCR only  Use the space provided if there were items that were not credited at appointment but which have been completed (e.g. grants awarded, papers published, talks given) between the submission of the appointment file and date of appointment. List items that would normally fall under an eFile category and the new review period. | | |
|  | | |
| **VOTE(S)** (Multiple ranks and steps may be proposed in which case all votes must be recorded unless vote for the highest step is unanimous. Add/delete Sections as needed. Include reasons for minority votes in narrative below.) | | |
| **Rank & Step:** #EligibleForAgainstAbstainNot Voting/Unavailable  **Advisory Vote:** #EligibleForAgainstAbstainNot Voting/Unavailable  **Rank & Step: #**EligibleForAgainstAbstainNot Voting/Unavailable  **Advisory Vote:** #EligibleForAgainstAbstainNot Voting/Unavailable | | |
| **During the review period, Sabbatical Leave Reports (APM 740-97) are:**  Not Due On file and available upon request Not on file (include explanation) N/A   **During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:**  Yes Start Date:  End Date: No    | | |