

**DOCUMENT CHECKLIST EXCELLENCE/CONTINUING APPOINTEE MERIT FILE**

- ☐ Unit 18 Excellence Review
- ☐ Unit 18 Continuing Appointee Merit File

Name of NSF Appointee: \_\_\_\_\_

Department: \_\_\_\_\_ College/School: \_\_\_\_\_

**Non-Confidential Documentation Included:**

- ☐ A. Dean's decision
- ☐ B. Associate Dean's recommendation, if the School/College process includes a review by the Associate Dean. Otherwise, this is not required.
- ☐ C. Recommendation by one of the following: (1) Department, or (2) Department Chair, program head or designee speaking for the department or program. All recommendations must include Senate faculty vote and any other advisory votes; and address teaching excellence.
- ☐ D. Committee recommendation at the Department or College/School Level with NSF participation. A list of Departmental or College/School level Review Committee with NSF participation must be included. If there was no NSF on committee, add documentation of good faith effort to provide NSF participation.
- ☐ E. Candidate's response to recommendation by the Department (*optional*)
- ☐ F. Teaching Load Data Form
- ☐ G. Student Evaluation of Teaching
- ☐ H. Representative Teaching Materials (*i.e. syllabi, reading lists, etc.*)
- ☐ I. Current UC Biography Form
- ☐ J. Documentation Checklist
- ☐ K. Certification Statement
- ☐ L. Candidate's Self Statement of Teaching Objectives and Performance (*optional*)
- ☐ M. Candidate's written request for material in the academic personnel file, if requested by candidate. (*optional*)
- ☐ N. Classroom visitation reports. Total number: \_\_\_\_\_
- ☐ O. Other – please specify (*e.g., professional activities; university/public service*)

**Confidential Documents Included:**

- ☐ P. Chair's Letter (*optional*)
- ☐ Q. Other – please specify (*e.g., solicited student or extramural letters evaluating teaching and/or service including solicitation letter or statement*). Total number: \_\_\_\_\_