

**CERTIFICATION STATEMENT FOR UNIT 18 MERIT REVIEW FILE**

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

The purpose of this statement is for you to certify that you have been informed of your rights under the contract, and that you have been provided the opportunity to exercise those rights.

<u>                    </u> Initials	<u>                    </u> Date	1. I was informed in writing of the impending evaluation and notified of the purpose, timing, criteria, and procedure that will be followed. (7b.C.2)
<u>                    </u> Initials	<u>                    </u> Date	2. I had the opportunity to submit written comments for the file such as a self-statement, a self-evaluation of my teaching objectives and performance. (7b.E.2)
<u>                    </u> Initials	<u>                    </u> Date	3. I was given the opportunity to provide letters of assessment and/or other relevant materials to the evaluation file prepared by the University. (7b.E.3)
<u>                    </u> Initials	<u>                    </u> Date	4. I was consulted about the NSF designated to serve on the departmental committee (7b.E.5),  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div> and I had the opportunity to submit written comments for the file regarding any concerns I may have had about possible bias on the part of individuals involved in my review. (7b.E.6)  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>
<u>                    </u> Initials	<u>                    </u> Date	5. I had the opportunity to review my file before it was reviewed by the department.
<u>                    </u> Initials	<u>                    </u> Date	6. I was informed of my right to respond to the materials in my review file,  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div> and I elected to provide a written statement or documentation for inclusion in my file. (7b.E.8)  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>
<u>                    </u> Initials	<u>                    </u> Date	7. I received a copy of the final departmental recommendation letter (that includes a faculty vote) on _____ (Insert Date).
<u>                    </u> Initials	<u>                    </u> Date	8. I was informed of my right to provide a written statement in response to the departmental recommendation for inclusion in this file, within seven calendar days of having received the departmental recommendation;  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div> and I elected to provide a written statement for inclusion in this file in response to the departmental evaluation. (7b.E.8)  <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>

**I certify that all of the above statements are correct:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_