

I-31  
**DOCUMENTS TO BE SUBMITTED BY THE CHAIR**  
**DEAN'S AUTHORITY MERITS**  
(Revised 10/24)

*All personnel review cases are submitted via AP Folio*

**I. Departmental Letter**

The Chair should provide a **concise** description of the most significant developments since the last review in each of the review areas. Any criticisms or reservations should also be noted. The letter should be brief; normally one to two pages long. See Red Binder I-75 for further discussion of evaluation of the areas of review and Red Binder I-35 for details regarding the content of the departmental letter.

- Is the letter an accurate, concise and **analytical** representation of the case?
- Is the final departmental vote included (e.g. 10(yes)-0(no)-0(abstentions)-3(not voting))? Is there an indication of how many were eligible to vote? Are any no votes explained if the reason is known?
- Are all appropriate areas of review and accomplishments covered?
- Are contributions to diversity and equal opportunity given appropriate recognition?
- Is all relevant information from the Departmental letter accurately entered on the case upload screen?

**II. Chair's Separate Confidential Letter**

See Red Binder I-35 for further information.

- If a Chair's confidential letter is included is it clearly marked "Chair's Separate Confidential"?

**III. Safeguard and Certification Statement.**

The candidate must sign an online safeguard and certification for each departmental recommendation. If it is difficult or impossible to obtain the required signature, the Chairperson should explain the situation and indicate in what manner they have attempted to meet the requirements outlined in the form.

- Has the candidate signed the safeguard and certification statements? The case may not be forwarded until the candidate has signed.
- If there are no confidential documents (e.g. external letters, minority opinion letter) the appropriate box under #6 should be checked.
- Are copies of everything the candidate has provided, or been provided, included with the case?

**IV. Bio-bibliographical Update** (see Red Binder I-27 for further details)

- Have items previously listed as "In Press" been accounted for?
- Are all items, including "In Press" and "Submitted" (as applicable), properly documented?
- Are all teaching evaluations listed as available in the Teaching section of the bio-bib included with the case?
- Have all links to supporting documents and one-of-a-kind items been verified?

**V. Evaluation of the teaching record**

At a minimum, two sources must be included in the case. For Spring quarter 2024 and earlier ESCI summary sheets and scores for questions A and B are mandatory. For Summer 2024 and later, complete SET reports are mandatory

- If the B&P printout is used, is it noted which classes have ESCI's or SET surveys?
- If small courses do not have ESCIs or SET surveys is an explanation provided in the departmental letter and an alternate form of teaching evaluation included?
- Has the second source of teaching been clearly identified on the AP Folio upload screen?
- Have the courses that were counted toward the expected teaching load been clearly identified, with any deviations explained (see RB I-35)?

VI. **Self-assessment of research, teaching or other accomplishments and activity (optional).**

- If a self-assessment was submitted, is it included in the case? Self-statements may address research, teaching, professional accomplishments, service, or contributions to advancing diversity, equity, and inclusion.

VII. **Sabbatical leave reports.**

- If any sabbatical leaves were taken during the review period, are copies of the reports included with the case?

VIII. **Copies of publications.** (see Red Binder I-27 for further details)

It is the responsibility of each faculty member to maintain copies of published research or other creative work and reviews.

- Have all items included in research and creative activity section the bio-bib for the current review period been submitted, including In Press and Submitted (as applicable) items?
- Has appropriate evidence been provided for In Press items?
- Do all of the titles on the actual publications match those listed on the bio-bib?
- Have links to electronically submitted items been verified?
- If items cannot be submitted electronically, have arrangements been made with the Dean's office?
- If any publications are missing from the file, is a note included noting which are missing and explaining why?