I-26

SENATE FACULTY ADVANCEMENT: PROCEDURAL SAFEGUARD AND CERTIFICATION STATEMENT

(Revised 4/26)

Informational only: all safeguards are to be completed via AP Folio. Please note that a separate Safeguard statement must be submitted for each department in which the candidate holds a non-zero percent time appointment.

PRIOR TO DEPARTMENTAL REVIEW:

1. I was informed that I was to be reviewed for this personnel action and of the process as described in APM 160, 210-1 and 220, and was informed of relevant deadlines for submission of materials.

2. I had the opportunity to ask questions, supply information and evidence, and add material to my file in preparation for the review.

3. I was informed whether or not letters of evaluation were to be sought as part of this personnel action.

4. If letters were sought (e.g., for promotion, review for advancement to Professor Above Scale)

   A. I had an opportunity to suggest names of evaluators; and

   B. I had the opportunity to submit, in writing, names of persons who, for reasons set forth by me, might not provide objective evaluations.

5. If an Academic Senate ad hoc committee is to be appointed, I understand that I will be contacted by the Vice Provost for Academic Affairs regarding my right to utilize either of the two options listed in Red Binder I-60.

6. I was informed whether or not there were confidential documents (i.e. external letters, minority opinion reports) in my department review file and of my right to review a summary of any such documents.

   ☐ Yes, there are confidential documents in my file (proceed to #7)

   ☐ No, there are not any confidential documents in my file (proceed to #8)

7. If yes to #6, I was provided the contents of the confidential documents (i.e. external letters, minority opinion reports) in my file by means of:

   ☐ A. Redacted copy

   ☐ B. Oral Summary

   ☐ C. Chose not to receive contents

8. I had the opportunity to inspect all non-confidential documents in the review file.

9. I had the opportunity to provide a written statement in response to or comment upon all materials in the file.

FOLLOWING THE DEPARTMENTAL REVIEW PROCESS:

10. I was informed of the departmental recommendation and the substance of the evaluation under each of the applicable review criteria.

☐ A. Copy of Departmental Recommendation

☐ B. Oral Summary ☐ C. Chose not to be informed

11. I was informed whether or not the department vote for the recommendation was unanimous or by a strong or a narrow majority.

12. I was informed of my right to make written comments, within 5 working days, to the Chair (or appropriate person) regarding the departmental recommendation. I was aware that these comments would be included in the file and made available to other voting faculty in the department.

13. I was informed of my right to make written comments regarding the departmental recommendation to the Dean and that these comments would be included in the file and available to other reviewing agencies outside of the Department.

I HAVE SUBMITTED THE FOLLOWING ADDITIONAL MATERIALS:

☐ Suggested names of evaluators (in accordance with 4A above).

☐ Names of persons who might not provide objective evaluations (in accordance with 4B above).

☐ A written statement in response to materials in the file (in accordance with 9 above).

☐ A written statement about the departmental recommendation to the chair (in accordance with 12 above).

☐ A written statement about the recommendation to the dean in accordance with 13 above.

REVIEWING AGENCY REPORTS

☐ I request that copies of reviewing agency reports (Dean, CAP, ad hoc committee and any correspondence between them) be provided to me after the conclusion of my review.

☐ I do not wish to receive copies of reviewing agency reports (Dean, CAP, ad hoc committee and any correspondence between them) at the conclusion of my review, but understand that I may request them at any time in the future.

CERTIFICATIONS

- I certify that I have filed annual reports on outside professional activities in accord with APM 025 for each year of the review period for this advancement action. Reports may be submitted via OATS at https://ucsb.ucoats.org/
- I certify that my bio-bibliography update (bio-bib), if submitted, is complete, accurate, up to date, and prepared in accord with Red Binder I-27 Instructions for Completion of the Bio-Bibliography.

SIGNED _____ DATED _____

PRINT NAME _____ DEPARTMENT _____