

**SENATE FACULTY ADVANCEMENT: PROCEDURAL SAFEGUARD AND CERTIFICATION STATEMENT**  
(Revised 7/19)

*Informational only: all safeguards are to be completed via AP Folio*

**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 VI or 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 was advised of my right to utilize any of the three options listed in Red Binder I-60. NOTE: If these options are utilized, they must be put in writing by the candidate and forwarded directly to the Vice Chancellor for Academic Personnel.
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                       C. Chose not to receive contents  
 B. Oral Summary
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 request concerning formation of a Senate ad hoc committee to the Associate Vice Chancellor for Academic Personnel (in accordance with 5 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 for the 2017-18 year and earlier may be submitted via AP Folio  
Reports for the 2018-19 year and later may be submitted via OATS

- I certify that my bio-bibliography update (bio-bib) 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 \_\_\_\_\_