DOCUMENTS TO BE SUBMITTED BY THE CHAIR
EXPANDED REVIEW CASES
(Revised 4/26)

All personnel review cases are submitted via AP Folio

I. **Departmental letter of recommendation**

Accurate and analytical letters of recommendation from the department are essential in the review process. See Red Binder I-75 for further discussion of evaluation of the areas of review and Red Binder I-35 for further detail of content of departmental recommendations.

- ☐ Is the letter an accurate, extensive, 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?
- ☐ If there is a recommendation for an acceleration, are the reasons for the acceleration specifically stated? In the case of a negative or mixed departmental recommendation, is the basis of the recommendation clearly documented?
- ☐ If the case contains extramural letters, are letter writers identified **only** by coded list, with no identifying statements?
- ☐ If the case is for a career review, does the letter provide an overview of the career accomplishments as well as analysis of the achievements within the most recent review period?
- ☐ Are all appropriate areas of review and accomplishments covered?
- ☐ Is the teaching load documented, per RB I-35?
- ☐ Are contributions to diversity and equal opportunity given appropriate recognition?
- ☐ Is all relevant information from the Departmental letter accurately entered on the case up-load 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 statement 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 report) the appropriate box under #6 should be checked.
- ☐ Are copies of everything the candidate has provided, or been provided, included with the case (e.g. redacted letters, list of potential evaluators)?

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. **Extramural letters of evaluation** and list of evaluators in cases where extramural letters are required; promotion, or merit to Professor Above Scale. (Red Binder I-49)

Extramural Letters

- ☐ Are there at least 6 letters?
- ☐ Are at least 3 of the letters from references chosen by the Chair/Dept independent of the candidate?
- ☐ Have all letters been coded? Are the codes also on the redacted versions?
- ☐ If the letters were sent via email, is a copy of the email and any attachment included?
- ☐ If redacted copies of the letters were provided to the candidate, is a copy included (one copy only), and did they check box 7A on the Procedural Safeguards Statement?
- ☐ Are any anomalies in the composition of reviewers explained (e.g. less than six letters, letter writer who wrote in previous review, etc.)?

Sample Solicitation Letter(s)and/or Thank you letter(s) for unsolicited letters

- ☐ Was the proper wording used in the letter (RB I-49 to I-50)?
- ☐ Is a list of all informational items sent to referees included (e.g. CV, bio-bib, publications sent, etc, per RB I-46-V)? Is a copy of each item included as either part of the case or a one-of-a-kind item?
- ☐ If different versions of the letters or materials went out, is a sample of each included?

List of Referees, including brief Biography and indicating who selected referees

- ☐ Do the codes on the letters match the codes on the list and the codes used in the departmental letter?
- ☐ Does the list clearly indicate if the referees were candidate suggested, department suggested, or independently suggested by both?
- ☐ Are the names of everyone who was asked to write included? For those who did not respond, is a reason for no response listed?

VI. **Evaluation of the teaching record**.

At a minimum, <u>two</u> 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)?

VII. **Self-assessment of research, teaching and/or service (optional)**.

- ☐ If a self-assessment was submitted, is it included in the case? Self-statements may address research, teaching, professional accomplishments, or service, with significant contributions to inclusive excellence addressed within the relevant area of review.
- ☐ Is the self-assessment limited to 6 pages in length (12-point font, 1-inch margins)?
- ☐ If this is a career review, is the career summary self-assessment limited to 4 pages in length (12-point font, 1-inch margins)?

VIII. **Sabbatical leave reports**.

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

IX. **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 the research and creative activity section of 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?
  For tenure/SOE cases, have you included all publications?
- ☐ Have links to electronically submitted items been verified?
- ☐ If items cannot be submitted electronically, have arrangements been made with the Dean's office?
- ☐ For other career reviews (promotion to Professor, to Step VI, to Above Scale), are all publications since last review, and all or a representative sample of publications from the prior record included?