DOCUMENTS TO BE SUBMITTED BY THE DEPARTMENT
EXCELLENCE REVIEWS AND SUBSEQUENT MERIT REVIEWS
(Revised 10/24)

All personnel review cases are submitted via AP Folio

I. **Departmental review committee letter of recommendation**
Accurate and analytical letters of recommendation from the departmental review committee are essential in the review process. See Red Binder II-10 for further detail of content of departmental recommendations

☐ Are the effective date and recommended salary clearly stated?

☐ 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?

☐ If the case contains extramural letters, are letter writers identified **only** by coded list, with no identifying statements?

☐ Are all areas of review covered: performance in instructional duties, academic responsibility and other assigned duties?

☐ If there is a recommendation for an acceleration, are the reasons for the acceleration specifically stated?

☐ Is all relevant information from the Departmental letter accurately entered on the case up-load screen?

☐ For the initial Excellence Review: has the Annual Instructor Workload Form been filled out and included in the case?

II. **Letters of evaluation solicited by the department** *(Excellence Review or Promotion only)*

☐ Have all letters been coded, on all copies?

☐ If the letters were sent via email, is a copy of the email and any attachment included?

☐ Was the proper wording used in the solicitation letter (Red BinderI-50)?

☐ If different versions of either the letter or the materials went out, is a sample of each included?

☐ Is a Coded list of referees, along with a brief biography of each included with the case?

☐ 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?

☐ Is a copy of the redacted letters given to the individual included?

III. **Complete CV**

☐ Is the CV up to date?

☐ Have all links to supporting documents and one-of-a-kind items been verified?

IV. **Self-assessment of other accomplishments and activity**

☐ Has the self-reflection/self-statement/self-evaluation of the candidate's performance, teaching objectives, and teaching activities been included in the case?

V. **Safeguard Statement**
The candidate must sign an on-line safeguard which will be forwarded with the departmental recommendation. If it is difficult or impossible to obtain this document, 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 statement? 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 #5 should checked.

☐ Are copies of everything the candidate has provided, or been provided, included with the case?

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

☐ Is the B&P printout, or similar listing of classes included in the case?

☐ On the B&P printout, or similar listing of classes, is it noted which classes have ESCI's or SET surveys included with the case?

☐ Has the second source of teaching been clearly identified on the coversheet?

☐ If a self-assessment of teaching was submitted, is it included with the case?

VII. **Other Materials submitted by the candidate**

☐ Are all materials identified as candidate submitted?

☐ Were all materials considered and evaluated as part of the departmental review?

☐ Have all links to supporting documents been verified?