

III-5  
**PROCEDURAL SAFEGUARD STATEMENT**  
**TEMPORARY ACADEMIC TITLES**  
(Revised 4/25)

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

**PRIOR TO DEPARTMENTAL REVIEW:**

1. For non-represented appointees: I was informed that I was to be reviewed for this personnel action and of the process as described in APM 160, 310, 311, 330, 340, 365 and 375 as appropriate.  
For represented appointees: I was informed that I was to be reviewed for this personnel action and of the process as described in Memorandum of Understanding, Articles 21, 22, and 26 as appropriate.
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)
  - 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. 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 #6)  
 No, there are not any confidential documents in my file (proceed to #7)
6. If yes to #5, 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
7. I had the opportunity to inspect all non-confidential documents in the review file.
8. 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:**

9. I was informed of the departmental recommendation and the substance of the evaluation under each of the applicable review criteria by means of:

A. Copy of the departmental recommendation

B. Oral Summary

C. Chose not to be informed

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

11. I was informed of my right to make written comments, within five 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.

12. I was informed of my right to make written comments regarding the departmental recommendation to the dean or AVC, as appropriate, 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 8 above).

A written statement about the departmental recommendation to the Chair (in accordance with 11 above).

A written statement about the recommendation to the dean or AVC (in accordance with 12 above)

### **REVIEWING AGENCY REPORTS**

I request that copies of reviewing agency reports, if any be provided to me after the conclusion of my review.

I do not wish to receive copies of reviewing agency reports, if any at the conclusion of my review, but understand that I may request them at any time in the future.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_