DOCUMENTS TO BE SUBMITTED BY THE CHAIR

RESEARCH REVIEWS

(Revised 8/25)

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-35 for further detail of content of departmental recommendations.

For All Cases:

- ☐ Are the listed 'current' and 'proposed' salary rates the total salary rate, inclusive of any off-scale supplement?
- ☐ If the salary is off-scale or above scale is it rounded to the nearest $100?
- ☐ Is the off-scale supplement correct (if applicable), per off-scale research series policies (RB III-8)?
- ☐ If a vote was taken, 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 no vote was taken, is the review procedure (i.e., committee, chair/director review) explained?
- ☐ Is the letter an accurate, extensive, and **analytical** representation of the case?
- ☐ Are all areas of review covered: research; professional activity; and, university and public service as appropriate?
- ☐ If there is a recommendation for an acceleration, are the reasons for the acceleration specifically stated?
- ☐ In the case of a negative departmental recommendation, is the basis of the recommendation clearly documented?

For Career Reviews:

- ☐ If the case contains extramural letters, letter writers identified **only** by coded list, with no identifying statements?
- ☐ Does the letter provide an overview of the career accomplishments as well as analysis of the achievements within the most recent review period?

II. **Chair's Separate Confidential Letter (optional)**

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 Statement=**

The candidate must sign an online safeguard *for each departmental recommendation. A signed safeguard must be forwarded with each departmental recommendation.* If it is difficult or impossible to obtain this document, the Chairperson should explain the situation and indicate in what manner he/she has attempted to meet the requirements outlined in the form.

- ☐ If there are no confidential documents (e.g. external letters), the appropriate box under #5 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?
- ☐ Is the current review period and cumulative record accounted for appropriately in Part I. Research and Creative Activity, per RB I-27?
- ☐ Have all links to supporting documents and one-of-a-kind items been verified?

V. **Extramural letters of evaluation and list of evaluators** (RB I-46) **for promotion to the Associate and full level as appropriate for the series (See RB III-12, III-14, III-16)**

Extramural Letters

- ☐ Are the required number of letters included, **when appropriate** (See RB III-12, III-14, III-16) ?
- ☐ Are at least half 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 6A on the Procedural Safeguard Statement?

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 (e.g. CV, bio-bib, publications sent, etc, per RB- 51) included? 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 (RB I-46-V)

- ☐ 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. **Self-assessment of research, professional accomplishments, and/or service (optional)**

- ☐ If a self-assessment was submitted, is it included in the case? Self-statements may address research, professional accomplishments, or service, with significant contributions to inclusive excellence addressed within the relevant area of review.

VII. **Copies of publications**. See RB I-27 for further details.

It is the responsibility of each candidate to maintain copies of published research or other creative work and reviews.

- ☐ Have all items included in Part I 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 promotion to the Associate level, are all publications included?
- ☐ Have links to electronically submitted items been verified?
- ☐ If items cannot be submitted electronically, have arrangements been made with the Academic Personnel office?
- ☐ If any publications are missing from the file, is a note included noting which are missing and explaining why?
- ☐ For other career reviews (promotion to Full in any series, advancement to Researcher Step VI or Above Scale), are all publications since last review, and all or a representative sample of publications from the prior record included?