MUST BE GIVEN TO ACADEMIC RESEARCHER AT LEAST SIX (6) WEEKS BEFORE MATERIALS ARE DUE

«Date»

Dear «Employee name»,

I am very pleased to inform you of your eligibility for a «merit or promotion» review during academic year «Year», with an effective date of July 1, \_\_\_\_\_.

Please submit the following materials for your review:

«List of materials the Academic Researcher is responsible for providing».

The materials should be submitted to «Name» via «Include method of submission, such as email, upload, or hard copy».

In order to meet various campus deadlines, review materials must be submitted in a timely manner to «Contact Name» by «Date».

For additional information, please see the applicable campus guidelines and collective bargaining agreement articles:

* Red Binder Section III
* [For represented academic researchers only add]: Collective Bargaining Agreement, Articles 21, 22, and 26 <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>

If you have questions about the review process, please do not hesitate to contact «Department Contact» at «Email address» and «phone number».

Sincerely,

«Local contact»