Attachment NS-2

CHECKLIST OF DOCUMENTS FOR **MERIT OR PERFORMANCE REVIEW**

**(For Academic Coordinator and Academic Administrator Series)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Department: |       |

Submit **original** of each item.

 **[ ]**  A. Checklist of Documents in File

 **[ ]**  B. Signed Procedural Safeguards Statement

 **[ ]**  C. Chair's Letter (*optional*) *(confidential)*

 **[ ]**  D. Departmental Letter (*must include vote)* ***2 page maximum***

 **[ ]**  E. Minority Report (*if applicable*) ***2 page maximum***

 **[ ]**  F. Candidate's response to the Department Letter *(optional)* ***2 page maximum***

 **[ ]**  G. Candidate's Self-Statement *(optional* ***but encouraged****)* ***2 page maximum***

 **[ ]**  H. Candidate’s Response to material in the file *(optional)*

 \*\* **[ ]**  I. Letters of Evaluation (required)

 Number       (include letters of declination and count in total number)

 *Include the following:*

1. *Solicitation Letter*
2. *Indicate those suggested by department, by candidate, as well as a brief statement identifying unit constituents or professional colleagues.*

 **[ ]**  J. Candidate’s Job Description (including an explanation of candidate’s role in program and unit)

 **[ ]**  K. Current Biography

 **[ ]**  L. Curriculum Vitae

 **[ ]**  M. University and Public Service *(since last advance)*

 **[ ]**  N. Letters From Other Departments/Programs/Institutes/Centers (*optional*)

 **\*\* [ ]**  O. Other - Confidential *(specify item(s) below)*:

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 **[ ]**  P. Other - Non-confidential *(specify item(s) below):*

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**\*\* = Indicate # included**

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File Tracking

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File Sent to Dean’s Office

 Dept Chair Initial & Date



DEAN’S OFFICE USE ONLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Received

Corrections:

|  |  |
| --- | --- |
| Returned to Dept: | Received from Dept: |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Final Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_Letter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Announced \_\_\_\_\_\_\_\_\_\_\_\_\_\_Requested Documents