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

C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\BD10289_.gif

DEAN’S OFFICE USE ONLY

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

Corrections:

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

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

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