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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  |  | Checklist of Documents in File |
|  | [ ]  |  | Signed Procedural Safeguards Statement |
|  | [ ]  |  | Chair's Letter (*optional*) *(confidential)* |
|  | [ ]  |  | Departmental Letter (*must include vote)* ***2 page maximum*** |
|  | [ ]  |  | Minority Report (*if applicable*) ***2 page maximum*** |
|  | [ ]  |  | Candidate's response to the Department Letter *(optional)* ***2 page maximum*** |
|  | [ ]  |  | Candidate's Self-Statement *(optional* ***but encouraged****)* ***2 page maximum*** |
|  | [ ]  |  | Candidate’s Response to material in the file *(optional)* |
| **\*\*** | [ ]  |  | Letters of Evaluation (required)  |
|  |  |  | Number       (include letters of declination and count in total number) |
|  |  |  | *Include the following:* |
|  |  |  | 1. *Solicitation Letter*
 |
|  |  |  | 1. *Indicate those suggested by department, by candidate, as well as a brief statement identifying unit constituents or professional colleagues.*
 |
|  | [ ]  |  | Candidate’s Job Description (including an explanation of candidate’s role in program and unit) |
|  | [ ]  |  | Current Biography |
|  | [ ]  |  | Curriculum Vitae |
|  | [ ]  |  | University and Public Service (*since last advance*) |
|  | [ ]  |  | Letters From Other Departments/Programs/Institutes/Centers (*optional*) |
| **\*\*** | [ ]  |  | Other - Confidential (*specify item(s) below*): |
|  |  |  |       |
|  |  |  |       |
|  | [ ]  |  | Other - Non-confidential (*specify item(s) below*): |
|  |  |  |       |
|  |  |  |       |

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

==================================================================================================================

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 |