



Note: Checklist sections are compiled in reverse chronological order; meaning the first step is at the end of the report. In unusual cases requiring hard copy use, complete only the relevant section(s).

Checklist to Assure Fairness Report

Name	Division	Unit
Type of Review	Review Period	Effective Date

Certification of Checklist to Assure Fairness completed by _____ on _____

File returned with without response to department by _____ on _____

Checkpoint: Recommendation Released to Candidate - Accepted on _____ by _____

This is part of the Checklist to Assure Fairness, designed to protect the Rights of All Academic Appointees to the University.

This is your opportunity to review and comment on the department/unit recommendation. Please take the following steps:

1. READ and acknowledge your rights and responsibilities, outlined below.
2. REVIEW the recommendation.
3. RETURN the file. At that time, you will be given the opportunity to add an optional written response.

WITH THE DEPARTMENT/UNIT RECOMMENDATION DETERMINED, I AM BEING PROVIDED THE OPPORTUNITY TO:

Read the recommendation.

Submit an optional written response to the recommendation within _____ (__) working days. I understand that I may choose to submit a response to my department/unit, or directly to the dean, in which case it shall remain confidential from the department/unit.

Whether or not I choose to submit a written response, my deadline to return the review file is: _____

If you have any questions or concerns regarding these statements, contact your department or unit.

After the final decision is issued, you will automatically receive access to the documents in your review file as specified in CAPM 200.160. You will be notified when those documents are available for access.

Recommendation released to candidate on: _____

File returned with without response to department by _____ on _____

Checkpoint: Materials released to Candidate - Accepted on _____ by _____

This is part of the Checklist to Assure Fairness, designed to protect the [Rights of All Academic Appointees to the University](#).

This is your opportunity to review, and submit an optional written response to, new materials that have been added to your file before the department/unit recommendation is determined. Please take the following steps:

- 1. READ and acknowledge your rights and responsibilities, outlined below.*
- 2. REVIEW the added materials.*
- 3. RETURN the file. At that time, you will be given the opportunity to upload a response.*

Please carefully review the following statements.

BEFORE THE DEPARTMENT/UNIT RECOMMENDATION IS DETERMINED, I AM BEING PROVIDED THE OPPORTUNITY TO:

- Inspect all non-confidential materials included in the review.
- See a redacted copy of confidential materials included in the review.
- Submit a written statement in response to or commenting upon material in the review within _____ (__) working days.

Whether or not I choose to submit a written response, my deadline to return the review file is: _____

If you have any questions or concerns regarding these statements, contact your department or unit.

Materials released to candidate on: _____

File Submitted on _____ by _____

Note to Candidate:

Have you double-checked the contents of your review on these tabs: Dossier, Other Materials, Scholarly/Creative Works, Course Evaluations? If not, we suggest you cancel and do so before submitting.

CTAF Candidate Submission of Materials

- I have reviewed for accuracy all of the materials that are being submitted for my review. I received at least _____ (__) working days to review any materials that were provided by the department/unit (e.g., course evaluations), and included any response I wish to make to those materials either in my personal statement or as a separate document.
- I understand that:
 - If my materials are determined to be incomplete or inaccurate, the review may be returned to me for correction and re-submission.
 - Once my materials are accepted, they will be made available to department/unit reviewers and, if applicable, external reviewers.
 - If my department/unit adds materials after submission (e.g., solicited letters), I will be given the opportunity to review and provide a written statement in response to or commenting upon those materials before the recommendation is determined.
 - If my department/unit does not add other materials, my review will proceed to department/unit review and recommendation.

Checkpoint: Review Initiated - Accepted on _____ by _____

This is part of the Checklist to Assure Fairness, designed to protect the [Rights of All Academic Appointees to the University](#).

Please carefully review the following statements, then click the button to certify your acknowledgement. If you have any questions or concerns regarding these statements, contact your department/unit.

Upon certification, you will be taken to your "File Builder" screen and may begin compiling your review file.

- I was notified of the impending action, informed about the purpose, timing, criteria and procedures for evaluation. I am aware of the [Rights of All Academic Appointees to the University](#).
- I have been given the opportunity to meet with my department chair/unit head to discuss my review.
- I understand that:
 - Past personnel actions may be viewed during the current review process.
 - All materials I submit to the department/unit may be reviewed by all reviewing bodies with any action.
 - Based on the type of review I am undergoing, certain materials will be required. I agree to upload all the relevant materials as listed in the [Document Inventory](#) for my title and action, and as advised by my department chair/unit head.
 - My review materials are due to my department/unit no later than: _____

Review initiated on: _____
