

**DOCUMENT INVENTORY FOR REAPPOINTMENT and/or MERIT INCREASE FOR
ACADEMIC RESEARCH TITLES APPROVED BY CP/EVC or DEAN**

**(Professional Research Series, Project Scientist Series, Visiting Research Series,
Specialist Series, Postgraduate Research Series)**

Candidate Material to the Department _____
Date to Division _____
Date to Academic Personnel Office _____

Department Completes _____

Name _____ Division _____ Department/Unit/P.I. _____

PRESENT STATUS: Rank and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

Years at Rank: _____ Years at Step: _____

STATUS PROPOSED BY DEPARTMENT/UNIT/P.I.: Rank and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

Effective: Pay Dates _____ Service Dates _____

Grant Name(s): _____ Account Number(s) _____

Grant End Date _____ P.I. Authorizing Signature(s) _____

Review Period: _____

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT/UNIT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT DOSSIER IN FOLLOWING ORDER:

___ Recruitment Record Approval: (Compliance or waiver must be issued before appointment may be offered)
Search # _____ Compliance dated _____ or waiver dated _____
or Exemption Category _____

___ Dean's Letter (if CP/EVC authority)

___ Checklist to Assure Fairness

Candidate's address for correspondence:

___ Candidate's Optional Response to Department/Unit/P.I. Letter

___ Department/Unit/P.I. Letter

___ Candidate's Optional Response to Redaction of Confidential Documents

___ Copies of Redacted Confidential Documents (submit one set with original file)

___ Solicited Confidential Letters - External (usually five) and Optional Internal - ONLY required for merit to Researcher VI and to Researcher Above-Scale

Sample copy of solicitation letter

List of names of those who might not objectively evaluate candidate and explanation

List of all persons from whom letters were sought; identify those suggested by candidate; identify letter-writers with alpha code.

Any lists provided by candidate must be included

Brief comments on academic standing of each letter writer and relationship, if any, to candidate

Letters (all solicited letters must be forwarded with the file)

Include any declining letters

___ Candidate's Optional Statement

___ Unsolicited Material (optional)

___ Curriculum Vitae or Cumulative Bibliography

- ORIGINAL DOSSIER FOR APPROVING AUTHORITY
- ONE COPY OF DOSSIER FOR DIVISION (if CP/ EVC authority)
- ONE COPY OF DOSSIER TO BE RETAINED BY DEPARTMENT