

**DOCUMENT INVENTORY FOR CONTINUING APPOINTMENT MERIT REVIEW
(UNIT 18)**

Use for normal merit recommendation of all Continuing Appointment titles
Use Document Inventory for Initial Continuing Appointment ("long review") for
merit reviews with a greater than two-step recommendation

Candidate Material to Department _____

Date to Division _____

Department Completes

Name _____ Dept/Unit _____ Division _____

Within recommending dept/unit: Current title _____ Annual salary rate \$ _____

Appt. Basis: 9/9 or 9/12 %Time _____ Actual salary \$ _____

Review Period _____

Merit Recommendation

Proposed annual salary rate _____ Merit recommendation - # of steps: _____ Proposed actual salary _____

Effective pay date _____

NOTE: If candidate is found to have maintained the excellence standard in all required areas, a two-step merit increase is required. For any recommendation of greater than two steps, solicited letters of evaluation are required and the "long review" form must be used (see document inventory for Initial Continuing Appointment).

NOTE 2: If candidate is found not to have maintained the excellence standard in all required areas (i.e., there has been a significant decline in the quality of the candidate's performance), the file and letter must specifically identify how the candidate has failed to maintain the excellence standard.

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

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department/Unit Letter

___ Department/Unit Letter (Must include assessment of timeliness in submitting narrative evaluations, see CAPM 006.000, or copy of Narrative Evaluation Timeliness Report, if applicable to title.)

___ Candidate's Statement of Pedagogical Philosophy and Goals (optional)

___ Representative Sample of Narrative Evaluations (since beginning of last approved action and statement of quality - material will be returned to department)

___ Representative Syllabi, Reading Lists, Tests, Instructional Handouts (since beginning of last approved action - material will be returned to department)

___ Optional Material

___ Cumulative Bio-bibliography (asterisk courses for which student evaluations were submitted, an include teaching, service, and current address)

___ Student Evaluations (since beginning of last approved action, include response rate - material will be returned to department)

Candidate's address for correspondence:

- ORIGINAL REVIEW FILE TO DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT