CHAIR’S GUIDE FOR ACADEMIC PERSONNEL REVIEWS

MERIT INCREASES

Preparation for the review

______ Inform candidate of eligibility for advancement or other mandatory review.
______ Inform candidate of criteria for advancement as set forth in APM Policy 210.
______ Inform candidate of the nature of the review process as set forth in APM Policies 210 and 220 and any departmental procedures.
______ Make candidate aware of the University’s policies regarding academic personnel records as set forth in APM Policy 160.
______ Ask candidate to supply all pertinent information and materials relevant to criteria for advancement by a specified deadline.
______ Ask candidate to suggest (perhaps 3 to 5) names of persons who could be solicited for letters of evaluation, if needed, and allow candidate to set forth in writing the names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate’s qualifications or performance. (in those cases where letters are needed)
______ Assemble all pertinent information; i.e., Biography, Annual Supplements to the Biobibliography, publications (as needed), teaching evaluations, solicited letters, candidate’s statements, etc. (see appropriate document checksheet.
______ Provide candidate opportunity to inspect all non-confidential documents to be included in the personnel review file.

Before the departmental recommendation

______ Where required, solicit confidential extramural letters of recommendation (promotions, advancements to Professor, Step VI and to Above-Scale).
______ Provide candidate an oral or, if requested, a redacted copy of the confidential letters of evaluation to be included in the file.
______ Write a letter setting forth the departmental recommendation.

After the departmental recommendation

______ Inform candidate orally, or upon request, provide the candidate with a copy of the department letter including any vote.
______ Inform candidate of the right to make a written statement or comment upon the departmental recommendation. Give the candidate 5 working days to submit a written statement.
______ Inspect packet to ensure that all materials are included and that the review file conforms to the appropriate format.
______ Ensure fully completed Fairness Safeguard statement.
______ Add chair’s personal recommendation, if desired.
______ Forward materials to dean’s office or APO.