

## PERSONNEL REVIEW PROCESS BRIEFING

### MATERIALS LIST

- Academic Salary Scale Notes (defines rank, step, normal periods of service)
- Mid Career Appraisal - sample letter for soliciting outside review
- Sample self-statement
- Narrative Evaluations; campus policy (CAPPM 006.000)
- Academic Senate Bylaw 55—Voting Rights (CAPPM Appendix 2)
- Guidelines for Preparation of Biobibliography Forms in Personnel Actions (CAPPM Appendix 9)
- Stopping the Tenure Clock -- excerpt from Academic Personnel Manual (APM 133)
  
- Sick Leave (APM 710 )
- Family and Medical Leave (APM 715)
- Childbearing Leave; Parental Leave; Active Service Modified Duties (APM 760)