

**DOCUMENT INVENTORY FOR MERIT INCREASE FOR
LECTURER WITH SECURITY OF EMPLOYMENT SERIES**

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

Department/Unit Completes

Name _____ Division _____ Dept/Unit _____

PRESENT STATUS: Title _____

Annual Salary Rate _____ @100% Time (Less than full-time appointments are exceptional and require EVC approval)

Years at rank _____ Years at current salary increment _____ Review Period _____

STATUS PROPOSED BY DEPT/UNIT: (If change to rank is proposed, use Document Inventory for Promotion)

Annual Salary Rate _____ @100% Time (Less than full-time appointments are exceptional and require EVC approval)

Number of Courses and Equivalencies _____ Effective Date _____

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

___ Dean's Letter

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department Letter

___ Department Letter

- See [CAPM Appendix 4](#) for requirements

- See [CAPM 006.000](#) for assessment of the timeliness with which evaluations are completed or attach Narrative Evaluation Timeliness Report

___ Candidate's Optional Response to Redacted Confidential Documents

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

___ Solicited Confidential Letters (*optional*)

Sample copy of solicitation letter

List of names of those (external and internal) 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
- Attach any declining letters and/or document declinations by phone

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)

If student letters are solicited: (*optional*)

- Sample copy of solicitation letter AND representative sample of names from course list must be used

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

___ Representative Sample of Narrative Evaluations (since beginning of last approved action and statement of quality)

___ Representative Syllabi, Reading Lists, Tests, Instructional Handouts (since beginning of last approved action)

___ Optional Material (other information which the Candidate wishes to have included in the review file – see [CAPM 406.220](#))

___ Cumulative Bio-bibliography

___ Student Evaluations for the review period (asterisk courses for which evaluations are submitted on Bio-bibliography)

Candidate's address for correspondence:

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