

CHECKLIST TO ASSURE FAIRNESS FOR EXCELLENCE REVIEW (UNIT 18 TITLES)

(Use also for other Unit 18 reviews where there are confidential documents in the review file)

Name of Candidate _____ Division _____ Dept/Unit _____

Type of Action _____ Review Period _____ Effective Date _____

Candidate's initials indicate that these obligations have been fulfilled in her/his current academic personnel review. Make annotations as necessary. Signatures of both Candidate and Unit Head are required.

BEFORE THE PERSONNEL REVIEW FILE IS ASSEMBLED:

Candidate's initials and date requirement met

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| 1. _____ | _____ | Prior to the initiation of this Checklist, Candidate was notified by the Department Chair/Unit Head or designee of the purpose, timing, criteria and procedures for evaluation (required only when the action is an Excellence Review). |
| 2. _____ | _____ | Candidate was made aware that timeliness in submitting narrative evaluations will be considered by all review agencies. |
| 3. _____ | _____ | Candidate was made aware that past personnel actions may be viewed during the current review process. |
| 4. _____ | _____ | Candidate was asked to provide the following information as appropriate. Submit to department according to department's deadline. Check those items Candidate actually provided. |
| | a. _____ | Updated Curriculum Vitae or Cumulative Biobibliography with current home address. |
| | b. _____ | Syllabi, reading lists, tests, instructional handouts. |
| | c. _____ | Statement of pedagogical philosophy and goals (optional) |
| | d. _____ | Other information which the Candidate wishes to have included in the review file (optional) |
| | e. _____ | Names of persons suggested by Candidate to be solicited for letters of evaluation. Include brief comments on the academic standing of each proposed reviewer, and relationship, if any, to Candidate. |
| | f. _____ | Names of persons who, for reasons set forth in writing by the Candidate, might not objectively evaluate the Candidate's qualifications and performance (optional, but if provided, must be included in file) |

BEFORE THE DEPARTMENT/UNIT RECOMMENDATION IS DETERMINED:

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| 5. _____ | _____ | Candidate was consulted about the NSF appointment to the departmental review committee, unless the NSF on the committee is a standing appointment (i.e., a member of a standing personnel committee). |
| 6. _____ | _____ | Candidate was provided the opportunity to inspect all NON-CONFIDENTIAL documents to be included in the file. |
| 7. _____ | _____ | Candidate was provided a redacted copy of the confidential documents which are included in the file. Include a copy of the redaction in the file. |
| 8. _____ | _____ | Candidate was given the opportunity to submit a written statement in response to or commenting upon material in the file within five (5) working days from receipt of redaction. Response due by _____ (date). |
| 8a. _____ | _____ | Candidate declines to submit a written statement. |
| 9. _____ | _____ | Candidate's written statement, if any, must be included in the file. |

AFTER THE DEPARTMENT/UNIT RECOMMENDATION IS DETERMINED:

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| 10. _____ | _____ | Candidate was given a copy of the department/unit letter. |
| 11. _____ | _____ | Candidate was given the opportunity to submit a written comment on the department/unit recommendation. Candidate has five (5) working days from receipt of copy in which to respond. Response due by _____ (date). |
| 11a. _____ | _____ | Candidate declines to submit a written statement. |
| 12. _____ | _____ | Candidate's written statement, if any, must be included in the file, and may be submitted to the department/unit or directly to the dean. If submitted directly to the dean, it shall remain confidential from the department/unit. |

Signature of Candidate

Date

Signature of Unit Head

Date