Clear Form

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
Academic Personnel Office

CHECKLIST TO ASSURE FAIRNESS FOR SUBMISSION OF ADDITIONAL INFORMATION (UNIT 18 TITLES)

ATTACH ANY ADDITIONAL MATERIAL TO BE INCLUDED IN DOSSIER

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.***

Name of Candidate_____ Division _____ Dept/Unit _____

Reason for Addition: (Attach letter of request)

_____
_____
_____

Description of Additional Material: (e.g., student evaluations, date of confidential letter, department letter, etc.)

_____
_____
_____
_____

Candidate's initials and date requirements met

1.	_____ _____	Candidate was provided the opportunity to inspect all NON-CONFIDENTIAL documents to be added to the file.
2.	_____ _____	Candidate was provided a redacted copy of the confidential documents which are to be included in the file. Include a copy of the redaction in the file.
3.	_____ _____	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 redacted copy. Response due by _____ (date).
3a	_____ _____	Candidate declines to submit a written statement.
4.	_____ _____	Candidate's written statement, if any, must be included in the file.

AFTER THE DEPARTMENT/UNIT RECOMMENDATION OR COMMENT ON ADDED MATERIAL IS DETERMINED:

5.	_____ _____	Candidate was given a copy of the department/unit's comments on the new material submitted.
6.	_____ _____	Candidate was given the opportunity to submit a written comment on the department/unit response. Candidate has five (5) working days from receipt of copy in which to respond. Response due by _____ (date).
6a	_____ _____	Candidate declines to submit a written statement.
7.	_____ _____	Candidate's written comment, 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**