

CHECKLIST FOR THE EXCELLENCE REVIEW FOR INITIAL CONTINUING APPOINTMENT

This checklist is to outline the dossier requirements for the Excellence Review for a member of Unit 18 (NSF) who has accrued the equivalent of six years of service in title within the department.

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

___ Action Form

___ Department recommendation, a well-documented letter containing:

- a. Report of any Academic Senate faculty vote taken
- b. Copy of ad hoc committee report
- c. Statement of teaching responsibilities
- d. Evaluation of teaching effectiveness, including an analysis of student evaluations as well as other types of evaluations as appropriate
- e. Evaluation of pedagogy
- f. Evaluation of professional activities and community service, if assigned

___ Statement of proposed workload for each quarter of appointment, including the associated Instructional Workload Credit (IWC) per course.

___ OPTIONAL – Extramural letters. Include the following in the dossier:

- a. List of all referees, including academic/professional title and expertise of each referee. Upload into MIV as a Non-Redacted letter.
 - i. This list must identify those nominated by candidate and those nominated by department. If the same name appears on both lists, they will be included on the department list.
- b. Example of the solicitation letter. Do not include the name and address of a referee in the example. Upload into MIV as a Non-Redacted letter.
- c. Extramural letters. Both redacted and non-redacted versions should be uploaded into MIV. The following information should be marked on each of the extramural letters.
 - i. Stamp all letters "CONFIDENTIAL"
 - ii. Each letter must be identified separately by a letter or number that corresponds to the letter or number used in a. above, to ensure confidentiality of reviewers (APM 160).
 - ii. Each letter should be identified as being from either the "candidate list" or the "department list."

___ Signed Candidate's Disclosure Certificate

___ OPTIONAL – Candidate's statement (1-5 pages only)

___ OPTIONAL – Candidate's diversity statement

___ Page 1 of the Teaching, Advising, and Curricular Development form, and copy of employee's teaching record

___ List of any additional documentation submitted for review, including:

- a. Student evaluations and summaries (from all courses taught during the review period)
- b. Materials documenting new or more effective techniques of instruction
- c. Instructional materials, including course syllabi and examinations
- d. Reports, publications (optional, or if assigned)

___ List of honors and awards, if any

___ List of grants, if any

SUPPORTING DOCUMENTATION (will be returned to department after the review and decision is finalized):

___ Student evaluations from all courses taught during the review period. Also submit numerical summaries or percentages in each rating category for all courses taught during the review period.

___ OPTIONAL - Any additional documentation submitted for review, with list of materials submitted. This may include confidential and/or non-confidential letters.

Dean's office will provide:

___ Dean's recommendation letter. If the dean concurs with the department recommendation, the reviewing dean may opt to write a statement indicating that they have reviewed the dossier and agree with the recommendation of the department in lieu of writing a detailed letter.