

## CHECKLIST FOR MERIT

For the following academic series:

Continuing Unit 18 Lecturers

**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. Statement of teaching responsibilities
- c. Evaluation of teaching effectiveness, including an analysis of student evaluations as well as other types of evaluations as appropriate
- d. Evaluation of pedagogy
- e. Evaluation of professional activities and community service, if assigned

\_\_\_ 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 final decision (redelegated merits) or dean's recommendation letter (non-redelegated merits). 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.