

NAME _____ SCHOOL _____

PERSONNEL ACTION _____

**LADDER RANK FACULTY ADVANCEMENT
PROCEDURAL SAFEGUARD STATEMENT**

The purpose of this statement is to certify that you have been informed of your rights under Section 220 of the Academic Personnel Manual and that you have been provided the opportunity to exercise those rights.

PLEASE INITIAL EACH STATEMENT THAT APPLIES TO YOUR REVIEW

Section I. Prior to the School Review:

- ___ 1. I was informed that I was to be reviewed for this personnel action and of the review process as described in APM 160, 210-1, and 220.
- ___ 2. I was provided the opportunity to ask questions, to supply information and evidence and to add material to my file in preparation for the review.
- ___ 3. I was informed whether or not letters of evaluation from extramural reviewers were to be sought as part of this personnel action.
- ___ 4. If letters were sought (e.g. promotion, review for advancement to Professor, Step VI or Professor Above Scale):
- ___ a. I had an opportunity to suggest names of extramural reviewers; and
- ___ b. I had the opportunity to submit to the Academic Personnel Chair, in writing, the names of persons who might not provide an objective evaluation.
- ___ 5. If a review committee was appointed, I was advised of my right to submit to the Academic Personnel Chair, the Dean, or the Executive Vice Chancellor/Provost the names of persons who might not provide objective evaluations.
- ___ 6. I was informed whether or not there were **confidential** documents in my review file and of my right to review a summary of any such documents.
- ___ 7. I was provided a summary of the contents of the confidential documents by means of: (circle one)
- a. Redacted copy (Redaction performed by the Academic Personnel Office)
- b. Oral Summary
- ___ 8. I had the opportunity to inspect all non-confidential documents in the review file.
- ___ 9. I had the opportunity to provide a written statement in response to or comment upon all materials in the file.

Section II. Following the School Review:

___ 10. I was informed of the School’s recommendation (Case Analysis and Transmittal letter) and the substance of the evaluation under each of the applicable review criteria. I was informed by: (circle one)

- a. Copy of the Case Analysis and Transmittal letter with vote redacted
- b. Oral Summary

___ 11. I was informed whether or not the School vote for the recommendation was unanimous or by a strong or a narrow majority.

___ 12. I was informed of my right to make written comments, within 5 working days, to the Dean or Executive Vice Chancellor/Provost regarding the school recommendation.

- ___ a. I was aware that any comments I provided would be included in my review file and would be subject to review and comment by the school.

Section III. Forwarding Materials

I HAVE SUBMITTED THE FOLLOWING MATERIALS: (PLEASE INITIAL ALL APPLICABLE STATEMENTS)

Prior to the School Review:

___ Suggested names of extramural reviewers (in accordance with 4a above).

___ Names of extramural reviewers who might not provide objective evaluations (in accordance with 4b above).

___ Names of review committee members who might not provide objective evaluations (in accordance with 5 above).

___ A written statement in response to materials in the file (in accordance with 9 above).

Following the School Review:

___ A written statement about the School recommendation (Case Analysis and/or Transmittal Letter) to the Dean, or Executive Vice Chancellor/Provost (in accordance with 11 above).

Candidate’s Signature Date

Academic Personnel Chair’s signature Date

Dean’s signature Date