

ADVANCEMENT TRANSMITTAL LETTER

UNIVERSITY OF CALIFORNIA



BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

UNIVERSITY OF CALIFORNIA, MERCED

University of California
P.O. Box 2039
Merced, California 95344
(209)228-4400

To: Dean, "Name of School"
From: Chair for Academic Personnel
Re: Merit Increase for Dr. Joe Candidate
Date: December 10, 2006

On December 9th, 2006, the tenured faculty of the School of Social Sciences, Humanities, and Arts voted unanimously to recommend that Dr. Joe Candidate be granted a merit increase from Assistant Professor Step II to Assistant Professor Step III effective July 1, 2007.

20 Eligible to vote - 5 Professors, 3 Associate Professors and 12 Assistant Professors

15 Yes
0 No
3 Abstain (2 CAP; 1 Dean)
2 Unreturned ballots

Dr. Candidate received his doctorate in "area of research" from "name of University" in 2004, and joined the UC Merced faculty in July 1, 2005 as an Assistant Professor Step II. His specialty is "area/s of research" with a particular emphasis upon "area/s of emphasis". Since arriving, he has published "number of publications" and "number of proceedings" conference proceedings, has a book chapter in press, has made progress on a book manuscript, and received funding for a speaker series. Like the rest of our faculty, he began teaching Fall, 2005, in this case "course name" course, and "title of seminar" seminar; and he is preparing two courses for the spring. He was recently appointed "title" and like all our Assistant Professors he has been asked to take on an exceptionally heavy service load that includes "list of committees" and numerous other activities.

The case analysis was entirely laudatory, praising all aspects of Dr. Candidate's teaching, research, and service, and recommended a merit increase. The discussion of Dr. Candidate's case at the faculty meeting also reflected entirely positive comments. During faculty discussion,

several faculty members who had observed Dr. Candidate's teaching praised the high quality of his teaching

In summary, Dr. Candidate has the unanimous and enthusiastic support of the "name of the School" faculty for a merit increase to Assistant Professor Step III.

SAMPLE