

*University of California, Merced*  
**PROCEDURAL SAFEGUARD STATEMENT**  
**Senate Faculty Advancement**

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.

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

**PERSONNEL ACTION**

**PLEASE INITIAL AND DATE WHERE REQUESTED EACH STATEMENT THAT APPLIES TO YOUR REVIEW.**

**SECTION I: PRIOR TO 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 on:  
\_\_\_\_\_ DATE \_\_\_\_\_
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. I provided all relevant materials for this personnel action on:  
\_\_\_\_\_ DATE \_\_\_\_\_
6. 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.  
\_\_\_\_\_
7. 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.  
\_\_\_\_\_
8. I was provided a summary of the contents of the Case Analysis (or Short Form, if used) and confidential documents by means of:  
\_\_\_\_\_ a. Oral Summary  
and/or  
\_\_\_\_\_ b. Paper Copy (Confidential documents will be redacted by the Academic Personnel Office)
9. I had the opportunity to provide a written statement within 5 working days in response to or comment upon all materials in the file provided to me on:  
\_\_\_\_\_ DATE \_\_\_\_\_

## SECTION II: FOLLOWING SCHOOL REVIEW

On:

\_\_\_\_\_ **DATE**

- \_\_\_\_\_ 10. I was informed of the School's recommendation (Transmittal Letter or Short Form) and whether or not the School vote for the recommendation was unanimous or by a strong or a narrow majority. I was informed by (choose one):
- \_\_\_\_\_ a. Oral Summary  
and/or
  - \_\_\_\_\_ b. Paper Copy (faculty vote will be redacted by Academic Personnel Office)
- \_\_\_\_\_ 11. 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 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 6 above).
- \_\_\_\_\_ A written statement in response to materials in the file (in accordance with 9 above).

### Following School Review

- \_\_\_\_\_ A written statement about the School recommendation (Transmittal Letter) to the Dean, or Vice Provost for Faculty (in accordance with 11 above).

\_\_\_\_\_  
**FACULTY MEMBER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ACADEMIC PERSONNEL CHAIR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEAN'S SIGNATURE**

\_\_\_\_\_  
**DATE**