

PROCEDURAL SAFEGUARD STATEMENT

Non-Senate Faculty Continuing Appointment/Merit Review

The purpose of this statement is to certify that you have been informed of your rights under Articles 7b, 7c and 22 of the MOU for the non-Senate Instructional Unit between the University of California and UC-AFT and that you have been provided the opportunity to exercise those rights.

NAME _____

SCHOOL _____

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 process as described in MOU Articles 7b, 7c and 22 on: _____
DATE

- _____ 2. I had the opportunity to ask questions, supply information and evidence, and add materials to my file in preparation for the review.

- _____ 3. I had an opportunity to provide a written list of suggested peers from whom input may be solicited and/or identify other qualified persons from whom input may be solicited.

- _____ 4. I had the opportunity to provide the names of persons who might not objectively evaluate my qualifications and performance. I understand that any such statement will become part of the review file.

- _____ 5. I had the option to receive redacted copies of any solicited letter of evaluation.

- _____ 6. I had the opportunity to inspect any non-confidential documents in the review file.

- _____ 7. I was provided a summary of the case analysis by means of
 - _____ a. Oral Summary and/or
 - _____ b. Paper Copy

- _____ 8. I had the opportunity (up to five business days) to provide a written statement in response to or to comment upon all materials in the file. I understand that any such statement will become part of the review file.

RESPONSE DUE DATE

SECTION II: FOLLOWING SCHOOL REVIEW

- _____ 9. 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)

On: _____
DATE

_____ 10. I was informed of my right to make written comments, within five business days to the Dean or Vice Provost for Faculty regarding the school recommendation.

SECTION III: FORWARDING MATERIALS

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

Prior to School Review

_____ Written list of suggested peers (in accordance with 3 above)

_____ Name of persons who might not objectively evaluate my qualifications and performance (in accordance with 4 above)

_____ A written statement in response to material in the file (in accordance with 8 above)

Following School Review

_____ A written statement about the School recommendation (Transmittal Letter) to the Dean or Vice Provost for the Faculty (in accordance with 10 above).

CANDIDATE'S SIGNATURE

DATE

SCHOOL REVIEW COMMITTEE CHAIR'S SIGNATURE

DATE

DEAN'S SIGNATURE

DATE