

ACCELERATED/DEFERRAL Merit Increase Dossier CHECKLIST (2 or more years) PROFESSOR AND RESEARCHER SERIES

ACCELERATED ACTION: Type the proposed acceleration (i.e. 2-year acceleration) on the cover page, next to the effective date in the "proposed status" box. A request for an accelerated action must include a specific statement in the department assessment letter as to why the candidate is being proposed for the action. A faculty member at the Associate or Full Professor level may defer a merit or promotion action for which they are eligible.

DEFERRAL OF ACTION: In some cases it may be appropriate to defer an action. Reasons for deferring can include sabbatical or other work-related leaves, illness or hospitalization of the individual or a family member, or intense research activities that are close to yielding publications or recognition that may have an impact on the action. Faculty should be discouraged from deferring actions due to lack of interest or other such administrative issues.

One (1) year accelerated or decelerated merit increases for Associate Professors and Professors follow the review procedures for standard merit increases. Two (2) or more years accelerated or decelerated merit increases require submission of publications and teaching evaluations and review by the Council on Academic Personnel (CAP).

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Faculty Name: _____ **Effective Date:** _____ **Date submitted to the Dean** _____

JOINT APPOINTMENT? Yes No **OTHER DEPARTMENT:** _____

DOCUMENTS	NOTES AND REFERENCES
<input type="checkbox"/> Cover Page	(Type ACCELERATED or DECELERATED in bold letters)
<input type="checkbox"/> Employment History	(Dean's Office)
<input type="checkbox"/> Vote Page	Be specific as to the motion voted on and the proposed effective date. The sum of the vote tally must equal the number eligible to vote. For additional guidelines on faculty voting rights, please see CALL, Appendix 4
<input type="checkbox"/> Data Summary Pages	Candidate must initial these pages before the department votes. (Pages 3-7 faculty initials lower right corner)
<input type="checkbox"/> Bibliography	Bracket new material since last review. Faculty initials lower right corner.
<input type="checkbox"/> Prior Cert Page	This page should be signed prior to the department meeting and vote.
<input type="checkbox"/> Self Statement	A faculty member who is eligible for advancement is asked to provide to his Chair an informal essay (1-3 pgs) summarizing the important aspects of his work for the period under review. The essay should explain candidate's philosophy of teaching, construction of new courses, the nature of collaborative research, service, etc.
<input type="checkbox"/> After Cert Page	This page must be read by the candidate and signed after the department votes. Candidate's written response to the departmental assessment follows this page if submitted, if submitted. APM 220-80e
<input type="checkbox"/> Department Assessment (Chair's Letter)	Chair's summary of the department meeting and the department's recommendation. The proposed action, the department's vote and the effective date of the action should be reiterated in the first paragraph of this letter. This letter must also include justification for acceleration/deceleration.
<input type="checkbox"/> Chair's individual recommendation	(May be submitted in a separate statement).
<input type="checkbox"/> Ad Hoc Report	(if applicable)
<input type="checkbox"/> Teaching Evaluations since last review	Each packet should have the OID evaluation summary sheet stapled to the top of students' written comments.
<input type="checkbox"/> Updated CV	
<input type="checkbox"/> Unsolicited letters of evaluation.	If an unsolicited letter of evaluation is to be included in the dossier, a letter should first be sent to the writer setting forth the Statement of Confidentiality and asking that individual to respond whether in light of this University policy the letter of evaluation should be included or returned (CALL, Summary of Procedures #10, last sentence). Please write "Unsolicited" at the top right corner of letter.
<input type="checkbox"/> Publications.	Publications since last review must be submitted. A "copy" of the bibliography must also be placed in the envelope with notation of submissions.