

# ASSOCIATE/FULL RESEARCH Merit Dossier CHECKLIST

(To Associate Researcher II, III; Researcher II-V, VII-IX)

An Associate Researcher is eligible for a normal merit increase in rank every two (2) years. A Researcher is eligible for a normal merit increase every three (3) years. The effective date for Associate Researcher and Researcher merit increases is July 1. The department must consider the candidate's research performance since the last personnel action. Please refer to [The CALL, Professional Research Series](#) for policy on merit increases. Additional procedural information can be found in [The CALL, Summary of Procedures #9](#).

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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"/> <b>Cover Page</b>	(Use appropriate <a href="#">Data Summary pages from APO Website.</a> )
<input type="checkbox"/> <b>Employment History</b>	(Dean's office)
<input type="checkbox"/> <b>Page 2</b>	Candidate initials this page. This is not a vote page; it is the candidate's report of professional activity
<input type="checkbox"/> <b>Bibliography</b>	Bracket new material since last review. Faculty initials lower right corner.
<input type="checkbox"/> <b>Prior Certification (page 3)</b>	This page must be read by the candidate before signing. Information and evidence supplied by the candidate (CV, self-statement, or any other documents) must be listed on this page (see top of page, section 1.II,) and placed immediately behind it
<input type="checkbox"/> <b>Candidate Self Statement (Page 4)</b>	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"/> <b>After Certification</b>	This page must be read by the candidate before signing
<input type="checkbox"/> <b>Department Assessment (Chair's Letter)</b>	This is a letter written by the Chair, or a letter from the principal investigator, endorsed by the Chair, recommending the merit increase.
<input type="checkbox"/> <b>Updated CV</b>	

**Approval:** The Deans have final approval authority on Associate and Full Researcher merit increases except when the merit is to be retroactive to a prior year or when an off-scale salary higher than the Dean's authority to approve accompanies the merit increase. In those circumstances, approval must be obtained by the Vice Chancellor.