

Merit Increase Dossier CHECKLIST

(Assistant Prof II-IV, Associate Professor, and Professor II-V and VII-IX (All Professorial Series))

Assistant Professors are eligible for normal merit increases in rank every two (2) years. The department must consider the candidate's research, teaching and service since the last personnel action. Normally, a merit increase is accompanied by a **renewal of appointment** and the two actions are combined into one dossier. Associate Professors are eligible for merit increases in rank every two (2) years. Professors are eligible for merit increases in rank every three (3) years. The department must consider the candidate's research, teaching and service since the last personnel action. Please refer to The CALL-**Regular Professor Series** for the policy on merit increases

--	--	--

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

JOINT APPOINTMENT? Yes No

OTHER DEPARTMENT: _____

DOCUMENTS

NOTES AND REFERENCES

<input type="checkbox"/> Data Summary Cover Page	Complete "Present and Proposed Status" Salaries for all Professorial Series use salaries on PH Differential Schedule.
<input type="checkbox"/> Employment History	Dean's Office
<input type="checkbox"/> Vote Page, Page 2	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	Pages 3-7 faculty initials lower right corner
<input type="checkbox"/> Bibliography	Include current bibliography in correct format (with brackets around new materials since last review. It is also helpful to indicate the current status of articles that were "previously in press" or "previously submitted" to show changes since last review. Faculty member initials every page on lower right corner.
<input type="checkbox"/> Prior Cert Page	This should be signed by the candidate prior to the faculty 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	Faculty member signs after departmental review is completed.
<input type="checkbox"/> Department Assessment	The first paragraph should include rank/step salary and effective date. The letter must specifically address the candidate's activities, responsibilities and accomplishments since the last review.
<input type="checkbox"/> Updated CV	
<input type="checkbox"/> Teaching Evaluations and Pubs Include publication list	Since last review

For an Assistant Professor renewal of appointment, the Dean has final approval authority.
 For Associate and Full Professor normal merits, and merits involving no more than 1 year acceleration or deceleration the Dean has final approval authority.