

PROFESSOR FURTHER ABOVE SCALE Merit Dossier CHECKLIST

"A Further Above Scale merit increase in salary for a person already serving at an Above-Scale salary level must be justified by new evidence of merit and distinction." A further merit increase in salary for a person already serving at an Above-Scale salary level must be justified by new evidence of merit and distinction. Intervals between such salary increases may be indefinitely long and only in the most strongly justified cases will increases at intervals shorter than four years be approved.

Professors who have been four (4) years at Above-Scale may be considered for advancement to Further Above-Scale. The department must consider the candidate's research, teaching and service since the last personnel action. Please refer to the CALL, Regular Professorial Series for policies on merits to Above-Scale.

Additional procedural information can be found Summary of Procedures Section 5. CAP Reviews these cases and the Vice Chancellor is Final Approval Authority.

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Prepare as merit review for Associate Professor and Professor II-V and VII - IX with the following changes/additions: (Both Checklist should be included with dossier)

Faculty Name:

Effective Date:

Date submitted to the Dean

JOINT APPOINTMENT?

Yes
No

IF YES, OTHER DEPARTMENT:

DOCUMENTS

NOTES AND REFERENCES

Use the Further Above Scale Data Summary Cover Page

Student Letters

Sample solicitation letter

List of students

Student Letters

Peer Evaluation of Teaching

Checklist for Merit Review

For Above-Scale actions, there is no published salary rate, and Return to Salary Scale formulas no longer apply. The department may propose a salary or leave the salary area blank. The salary set by the Vice Chancellor for these cases is normally five to seven-and-a-half percent (5% - 7½%) higher than the candidate's previous salary. Obtain Student Letters to supplement the teaching record, if necessary

Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top.

Include student's current status (former or current students may be solicited). Student's affiliation with candidate.

in reverse chronological order

Submission of this report is required, per [The CALL, Appendix 3, II](#).

Approvals: The Dean will write a recommendation on the case and it will be forwarded to APO. APO will send it to CAP. CAP reviews the file and makes a recommendation to the Vice Chancellor, who then decides the final outcome of the case.