

**CHECKLIST TO ASSURE FAIRNESS:**  
**SUBMISSION OF ADDITIONAL INFORMATION**

Also use for response to Preliminary Assessment for Promotion to Professor

ATTACH TO ANY ADDITIONAL MATERIAL TO BE INCLUDED IN REVIEW FILE

Candidate's initials indicate that these obligations have been fulfilled in her/his current academic personnel review.  
Make annotations as necessary. *Signatures of both Candidate and Unit Head are required.*

Name of Candidate \_\_\_\_\_

Reason for Addition: (Attach letter of request)

\_\_\_\_\_  
\_\_\_\_\_

Description of Additional Material: (e.g., title of new publications, date of confidential letter, department letter, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Candidate's**   **Date**  
**Initials**

1. \_\_\_\_\_   \_\_\_\_\_   The Candidate was provided the opportunity to inspect all NON-CONFIDENTIAL documents added to the file.
2. \_\_\_\_\_   \_\_\_\_\_   The Candidate was provided a redacted copy of the confidential documents which are added to the file. Include a copy of the redaction with the original file.
3. \_\_\_\_\_   \_\_\_\_\_   The Candidate was given the opportunity to submit a written comment or response to the file material within ten (10) working days from receipt of redaction. Response due by \_\_\_\_\_ (date).
- 3a \_\_\_\_\_   \_\_\_\_\_   Candidate declines to submit a written statement. [CAPM 410.220.4.j](#)
4. \_\_\_\_\_   \_\_\_\_\_   Candidate's written comment, if any, must be included in the file.

**AFTER THE DEPARTMENT RECOMMENDATION OR COMMENT ON ADDED MATERIAL IS DETERMINED:**

5. \_\_\_\_\_   \_\_\_\_\_   The Candidate has been given a copy of the Department letter.
6. \_\_\_\_\_   \_\_\_\_\_   Candidate was given the opportunity to submit a written comment on the Department response. Candidate has ten (10) working days from receipt of copy in which to respond. Response due by \_\_\_\_\_(date).
- 6a \_\_\_\_\_   \_\_\_\_\_   Candidate declines to submit a written statement. [CAPM 410.220.4.m](#)
7. \_\_\_\_\_   \_\_\_\_\_   Candidate's written comment, if any, must be included in the file, and may be submitted to the Department or directly to the Dean. If submitted directly to Dean, it shall remain confidential from the Department.

**Note to Candidate:** After the final decision is issued, you may request access to the documents in the review file as specified in [CAPM 200.160](#). Contact the Academic Personnel Office or the divisional Academic Human Resources office.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Unit Head

\_\_\_\_\_  
Date

## RIGHTS OF ALL ACADEMIC APPOINTEES IN THE UNIVERSITY

All academic appointees in the University of California have the following rights:

1. The right that the University maintain records containing information pertaining to individuals only to the extent necessary and relevant for official University purposes.
2. The right to privacy with respect to such records maintained by the University.
3. The right to have access to non-confidential documents in such records, and the right to obtain a redacted copy of confidential academic review records.
4. The right to request corrections of fact or deletions of errors in such records and to make additions to such records.
5. The right of individuals to contribute meaningfully to the review process in academic personnel actions affecting them.
6. The right that final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment be based solely upon relevant materials contained in individuals' personnel review files.
7. The right to have safeguards in the academic personnel process, including an effective grievance mechanism, which will provide opportunity for inquiry into alleged procedural improprieties in that process.

*The Checklists to Assure Fairness have been designed to ensure these rights are protected.*