

DOCUMENT INVENTORY FOR MERIT REVIEW/REAPPOINTMENT*

*Reappointment applies to Assistant Professor only.
(Also use for reviews at indefinite steps and for further Above-Scale)
(For merit review to Professor, Step 6 and Above-Scale see separate document inventory)

Candidate Material to the Dept. _____
Date to Division _____
Date to Academic Personnel Office _____

Department Completes _____

Name _____ Division _____ Department _____

PRESENT STATUS

Rank and Step _____
Percent Time _____ Basis _____
Annual Salary _____ If off-scale, amount _____
Years at Rank _____ Years at Step _____
Review Period _____

STATUS PROPOSED BY DEPARTMENT

Rank and Step _____
Percent Time _____ Basis _____
Annual Salary _____ If off-scale, amount _____
Effective Date _____
For further Above-Scale Merit: years since last merit increase _____

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT REVIEW FILE IN FOLLOWING ORDER:

___ Dean's Letter (if CP/EVC or CHAN authority)

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department Letter

___ Department Letter

See [CAPM Appendix 4](#) for requirements.

See [CAPM 006.000](#) for assessment of the timeliness with which evaluations are completed or attach Narrative Evaluation Timeliness Report

___ Candidate's Optional Response to Redacted Confidential Documents

___ Confidential Documents see [CAPM 406.220](#)

___ Copies of Redacted Confidential Documents – *all confidential documents must be redacted*
(submit one set with original file)

___ Candidate's Optional Statement

___ Sabbatical Leave Report (if leave was taken during review period)

___ Unsolicited Material (other information which the Candidate wishes to have included in the review file) see [CAPM 406.220](#)

___ Cumulative Biobibliography See [CAPM Appendix 9 for guidelines](#).

___ Student Evaluations for the review period (Please asterisk those submitted on Biobibliography.)

___ Publications: (Please number and asterisk those submitted to department on Biobibliography.)
(If forwarded, items forwarded should be indicated with the letter "F".)

Candidate's campus address for correspondence:

- ORIGINAL REVIEW FILE FOR APPROVING AUTHORITY
- ONE COPY OF REVIEW FILE FOR DIVISION (if CP/EVC or Chancellor Authority)
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT