

**CANDIDATE'S CERTIFICATION STATEMENT FOR
EXCELLENCE AND MERIT REVIEWS OF NON-SENATE FACULTY**

- A. The purpose of this statement is for you to certify that you have been informed of your rights for your review and that you have been provided the opportunity to exercise those rights at the appropriate times during the review process. If you believe you have not been given your rights at any time during this review, you should bring this to the attention of your department chair (and/or indicate it on this form). Your signature on this statement does not necessarily imply that you agree with the department's recommendation. If you have any questions about the review process, please contact the Academic Personnel Office (642-5626).

I. PREPARATION FOR THE REVIEW

- a. I was informed of the impending review, its timing, criteria, and the procedure that will be followed.
- b. I was provided the opportunity to ask questions, to supply information and evidence to be used in the review, to make any desired additions, to suggest names for extramural letters (if any), and to provide, in writing, names of persons who, for reasons set forth by me, may not provide objective evaluations.
- c. I was consulted about the NSF member of the committee (excellence review only).
- d. I had the opportunity to inspect all documents to be included in the file.

candidate's Initials _____
date _____

II. BEFORE THE DEPARTMENTAL (CHAIR'S) RECOMMENDATION

I had the opportunity to receive an oral summary or, if requested, a redacted copy of the substance of the confidential review records (extramural letters, departmental ad hoc report) in the file.

- e. I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon materials in the file.

candidate's initials _____
date _____

III. AFTER THE DEPARTMENTAL RECOMMENDATION

- f. I was informed orally of the departmental recommendation and of the substance of the department evaluation and/or I had the opportunity to receive, if requested, a copy of the department letter and vote (if any).
- g. I had the opportunity to address a written response to the chair or dean [within ten working days] of being informed of the department recommendation.

candidate's initials _____
date _____

B. Please indicate which of the following documents, if any, you have either requested/received or provided for inclusion in the file:

I have requested/received:

- a redacted copy of confidential material in the file (see "d")
- a copy of the department letter (see "f")

I have provided:

- a list of suggested names for extramural letters (see "b")
- a list of reviewers I consider biased and my stated reasons (see "b")
- a written comment on materials in the file (see "e")
- a written response to the department recommendation (see "g")

I certify that all of the above statements are correct:

Candidate's Signature

Date

Chair's Signature

Date

THIS FORM IS TO BE INCLUDED IN THE REVIEW FILE

4/08 APO