**NON-SENATE SERIES: FAIRNESS SAFEGUARD STATEMENT**

**Academic Review Process:**

* Candidate is informed of advancement eligibility and provided pertinent collective bargaining agreement articles or APM policies, as well as forms for review, completion, and submission to supervisor.
* If applicable, candidate is provided the opportunity to identify external evaluators and/or persons that might not be objective (include statement of reason).
* Candidate is provided the opportunity to review the supervisor recommendation, all non-confidential materials, and receive redacted copies of confidential materials, to ensure completeness, before the recommendation is submitted to the Department Chair, School Dean, or Unit Director.
* Candidate may provide a response and additional information for the file before the recommendation is forwarded to the Chair, Dean, or Director.
* Candidate will be informed of the Departmental/Unit recommendation. Candidate will be provided copies of any material added to the review file in support of the Departmental/Unit recommendation.
* Candidate may request copies of the final decision or a summary of reviewer comments and submit a statement for the record.

**Fairness Safeguard Statement:**

**I certify that I was informed of the advancement review process and my rights in accordance with applicable collective bargaining agreement or academic personnel policies governing my appointment.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**Candidate’s Signature Date**