

CANDIDATE'S DISCLOSURE STATEMENT

INITIAL CONTINUING APPOINTMENT WITH MERIT
OR
MERIT FOR CONTINUING APPOINTEE

Date: _____

Name: _____ Department: _____

Effective Date of Initial Continuing Appointment /Merit: _____

_____ I was informed in writing that I was to be reviewed for this personnel action, its timing, criteria, and the procedure that will be followed.

_____ I was informed of the materials that are being submitted for my personnel action, and given the opportunity to supply relevant materials and evidence.

_____ I was given the opportunity to provide a self-statement or self-evaluation.

_____ I was given the opportunity to provide a written list of suggested peers from whom input may be solicited and/or identify persons from whom input may be solicited.

_____ I received a copy of the departmental letter, indicating the sources of evidence on which the evaluation was based (without disclosure of the identity of confidential sources of evaluation).

_____ I have been provided with the opportunity to submit a written response which shall be included in my review file.

Signature: _____

Date: _____

Revised: 4/6/05