

Checklist for Merit for Continuing Appointees

A continuing appointee will be considered for a merit review once every three (3) years of service in a single department.

The departmental dossier recommending merit must include (original and one copy):

- Merit Action Form
- Departmental recommendation letter containing:
 - Numerical vote of Senate faculty
 - Teaching responsibilities
 - Evaluation of teaching effectiveness, including an analysis of student evaluations as well as other types of evaluation as appropriate
 - Evaluation of pedagogy
 - Evaluation of professional activities and community service related to teaching, if any
- OPTIONAL – Extramural letters
- Signed Candidate's Disclosure Statement
- OPTIONAL – Candidate's statement
- Page 1 of the Teaching, Advising, and Curricular Development form, and copy of employee's teaching record
- List of any additional documentation submitted for review, including
 - Student evaluations and summaries (from all courses taught during the review period)
 - Materials documenting new or more effective techniques of instruction
 - Instructional materials, including course syllabi and examinations
 - OPTIONAL - Reports, publications
- List of any grants, honors, and awards
- OPTIONAL - Any additional documentation submitted for review, with list of materials submitted. This may include confidential and/or non-confidential letters.

SUPPORTING DOCUMENTATION (one copy; will be returned to the department)

- Student evaluations (submit student evaluations from all courses taught during the review period). Also, submit numerical summaries or percentages in each rating category for all courses taught during the review period.

If the merit is approved, Dean's Office will forward original dossier with merit letter to the Office of the Vice Provost - Academic Personnel.