

Short Form Evaluation for Dean Delegated Merit Files

Departments may choose to use the Short Form Evaluation in lieu of a full departmental recommendation letter and other reports for normal merit actions delegated as Dean's Authority. A full review file and accompanying documentation must accompany any files where a) the file requires full campus review as dictated by existing policy of Academic Senate Bylaw 55, or b) the Dean determines that the file requires full campus review.

The Short Form Evaluation replaces the File Summary, Departmental Recommendation letter and Divisional Dean's final action letter as required with Dean's Delegated merit files. *If the Final Authority returns the Short Form Evaluation to the Department for a full recommendation letter, the Short Form Evaluation needs to be included as part of the expanded file.*

Instructions for the Short Form Evaluation in Interfolio

Required components for academic review files in Interfolio using the Short Form Evaluation:

- Proposed recommendation data entry
- Short Form Evaluation
- Departmental Ad Hoc report, if applicable
- Evidence of teaching effectiveness (for example, Course load and Student Direction form, Teaching Quantification form, CAPES, departmental teaching evaluations, etc.)
- Biography/Bibliography (updated and signed by candidate)
- Sabbatical Leave Report, if applicable

Department Process

Section I: Candidate Data and Departmental Recommendation

- Fill in the candidate's name, department, college (if applicable)

Section II: Departmental Evaluation of Performance

- Describe the departmental standard for normal merit advancement
 - Discuss the standards for the specific criteria required for the candidate's series
 - Try to quantify items when possible
- Describe the degree of departmental consultation and any dissenting opinion
 - Provide an explanation of how the file was discussed with the department, making sure to provide an explanation for any dissenting opinions or comments that were included
 - Academic Senate Bylaw 55 must be observed for all applicable cases

Explanation of Recommendation

- Describe any minor deficiencies within this section and include any departmental feedback to the candidate
- Department Chair signs the form indicating that there are no conflicts (PPM 230-220-80. e. 8) and that the candidate's performance and achievements meet the series criteria for advancement
- Upload the Short Form Evaluation to Interfolio in the "Departmental Recommendation Letter" section

Dean's Office Process

- Verify that information in Section I is complete and accurate
- Verify that the vote entered in Interfolio complies with Academic Senate Bylaw 55 (if applicable)
- Review information presented in Section II
- Fill in the candidate's name, department, college (if applicable) on top of the page

Section III: Approval Authority Determination

- Explanation of Recommendation: Describe any minor deficiencies within this section and include feedback to the candidate from the Final Authority
- Final Authority chooses to either approve the department proposal or returns the Short Form Evaluation for a full departmental recommendation letter
- Final Authority adds their signature (including their title) and dates the form indicating their selection
- Upload the Short Form Evaluation to Interfolio in the "Final Action Letter" section