

**DELEGATED TO THE DEAN
ACADEMIC PERSONNEL ACTION SUMMARY**

NAME: _____ Department(s): _____ %

EFFECTIVE DATE: _____ %

PROPOSED ACTION: Normal Merit Off-Scale Authorization Required

PRESENT STATUS					PROPOSED STATUS				
Title & Step:					Title & Step:				
Present Salary: \$					Recommended Salary: \$				
Basis/Paid Over:		AY 9/12 mo.	FY 11/12 mo.		Basis/Paid Over:		AY 9/12 mo.	FY 11/12 mo.	
Salary Scale:	Regular	BE&E	HSCP	Law School	Salary Scale:	Regular	BE&E	HSCP	Law School
Years at Rank:			Step:		Years toward 8-year Rule (If Applicable):				

Department Vote or Personnel Committee Recommendation:

_____ For _____ Against _____ Abstain _____ Eligible

DEPARTMENTAL EVALUATION: Provide a concise analysis of the candidate's performance during the period under review. (Each Section is limited to 200 words).

RESEARCH/CREATIVE ACTIVITY AND PROFESSIONAL SERVICE:

TEACHING/MENTORING: If improvement is needed, this should be addressed in the analysis below.

EXCEEDS CRITERIA

MEETS CRITERIA

DOES NOT MEET CRITERIA

UNIVERSITY AND PUBLIC SERVICE: If improvement is needed, this should be addressed in the analysis below.

EXCEEDS CRITERIA

MEETS CRITERIA

DOES NOT MEET CRITERIA

DIVERSITY: During this review period, contributions which promote diversity and equal opportunity have been made in the following area(s):

Research/Creative Activity and Professional Service

Teaching/Mentoring

University & Public Service

Signature of Department Chair or Committee Chair Date
on Behalf of the Department

DEPARTMENT CHAIR RECOMMENDATION:

**I Concur with the Department's Recommendation
(No letter required)**

I am Enclosing a Personal Chair's Letter

Signature of Department Chair Date

DEAN RECOMMENDATION:

Overall evaluation and recommendation by the Dean — Describe briefly how the candidate's record in research, teaching, and service and other items of importance informed your decision. *Note: If the dean concurs with the departmental recommendation and has nothing further to add, further comment below is not required.*

Additional Comments: (please limit response to 200 words)

DECISION	YES	NO	MODIFY	SIGNATURE	DATE
DEAN					
VICE PROVOST Off-Scale Salary Approval					