

Name:

Department(s):

## CERTIFICATION STATEMENT FOR ACADEMIC PERSONNEL REVIEWS

A. The purpose of this statement is for you to certify that you have been informed of your rights under Section 220 of the Academic Personnel Manual and that you have been provided the opportunity to exercise those rights. If you believe you have not been given your rights during this review, you should bring this to the attention of your department chair and/or indicate it on this form. Your signature on this statement does not necessarily imply that you agree with the department's recommendation. If you have any questions about the review process, please contact your Dean or Department Chair.

**BEFORE THE DEPARTMENT RECOMMENDATION** (Reference: APM 220-80-c and APM 220-80-d):

1. I was informed of the impending review for this personnel action and of the review process through access to Sections 210-1, 220, and 160 of the APM.
2. I was provided the opportunity to ask questions, to supply information and evidence to be used in the review, to make any desired additions, to suggest names for extramural letters (if required), and to provide, in writing, names of persons who, for reasons set forth by me, may not provide objective evaluations.
3. I had the opportunity to inspect all documents to be included in the file other than confidential academic review records.
4. I had the opportunity to receive an oral summary or, if requested, a redacted copy of the substance of the confidential review records in this file.
5. Within specified time limits, I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon materials in the file.

**AFTER THE DEPARTMENT RECOMMENDATION** (Reference: APM 220-80-e):

6. I was informed orally or, if requested, in writing (see #7 below) of the department recommendation and of the substance of the department evaluation under each of the applicable criteria.
7. I had the opportunity to receive, if requested, a copy of the department letter and vote.
8. I had the opportunity to address a written response to the chair or dean within five working days of being informed of the department recommendation.

B. Please indicate which of the following documents, if any, you have either requested/received or provided for inclusion in the file:

I have requested and/or received:

- a redacted copy of confidential material in the file (#4)
- a copy of the department letter and vote (#7)

I have provided:

- a list of suggested names for extramural letters (#2)
- a list of reviewers I consider biased and my stated reasons (#2)
- a written comment on materials in the file (#5)
- a written response to the department recommendation (#8)

I certify that all the above statements are correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date