

Department Letter Short Form (UCI-AP-12)

(For Dean Delegated Merit, CAP Normal Merit, and First No Change)

Does not apply to consecutive No Change, Above-Scale merit, or Five Year Reviews

Department letter should be evaluative and focus on significance and impact of accomplishments in research/creative activity, teaching and service, including any contributions to inclusive excellence in these areas. Analysis of strengths and weaknesses, rather than inflation of all accomplishments, is most helpful. For additional information, please view [APP 3-60, section D2](#).

SAVING INSTRUCTIONS: Before uploading this form into AP Review, please select Print then set the Printer as Adobe PDF and save the form.

NAME (Last, First, Middle):	DEPARTMENT:
CURRENT TITLE & STEP:	PROPOSED TITLE & STEP:

Department Letter *(3500 characters max)*

Signature of Department Chair or Committee Chair on behalf of the Department	Print Name	Date
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