

Short Form Merit Review Process FAQ's

1. *Do departments need to vote on the adoption of the short form?*
 - a. YES
2. *Who would vote on whether nor not to use the short form? Ladder rank only or all series?*
 - a. Votes should be conducted as described in the departmental bylaws for the each series.
3. *What if my faculty does not typically vote on dean delegated normal merit review actions?*
 - a. The entire faculty population should still vote on the implementation of the short form.
4. *My department does not vote on "X" series review actions. Is a vote still required to implement the short form for "X" series?*
 - a. Please consult the department voting bylaws and/or formal review procedures. If there is no mention of voting procedures in these documents for the specified series(ex: Project Scientist, Academic Coordinators, etc.) and the department does not typically vote on review actions for the specified series, no vote is required to use the short form evaluation for those series.
5. *Can the form be used for "X" series?*
 - a. The form is approved for use for all series, except for Continuing Lecturers. APS is consulting with Labor Relations on the implementation of the Short Form Review process for this series.
6. *Can the form be used for appointments that have fixed end dates (i.e., Assistant Professors or Adjunct Professors?)*
 - a. Yes, the form may be used for normal merits coupled with reappointments so long as the action does not require campus review.
7. *Can this form be used for joint or split appointees?*
 - a. Yes. Each department should prepare their own short form for inclusion in the abbreviated review file. If one department has adopted the short form review process, but the other(s) haven't, the short form process may still be used. The full departmental recommendation letter from the department(s) who have chosen not to adopt the form should be placed in the abbreviated review file.
8. *Can faculty members request a full file and departmental recommendation letter caveat if they'd like a more comprehensive review?*
 - a. Yes, departments can choose how to use the form. If departments would like to implement this stipulation, it should be documented in their department procedures and/or bylaws.
9. *Can divisions choose not to implement this form?*
 - a. Yes
10. *Can divisions modify the form for their preferences or ask that additional file components be mandatory (like the employment history, for example)?*
 - a. Yes, divisions and departments may choose to add requirements, but not reduce what is required. Academic Personnel Services recommend broad faculty consultation prior to voting on the use of the short-form evaluation process and implementing any changes to the standard form. **Academic Personnel Services must approve ANY CHANGES to the short form prior to official use in a department or division.**