

# Checklist for Multi-year Review Cases

<b>Multi-year Review Candidate Name:</b>			
<b>Please initial one of the two sections before proceeding.</b>			<b>Initial</b>
<b>The dean supports renewal</b>	APA form and draft letter have been submitted to the provost's office.	Please initial here if the dean supports renewal.	
<b>The dean does not support renewal</b>	In addition to submitting the APA form and the draft letter, please confirm the date and time of the phone call/meeting between the dean and the vice provost for academic personnel which has already taken place.	Date: _____ Time: _____	
<b>Instructions: For each case, please check off the following items in consultation with the appropriate Process Guide. In the sections below, please initial or write "N/A" for each line. Checklists should be saved as PDFs with bookmarks (not PDF portfolios).</b>			
<b>Section</b>	<b>Check That:</b>	<b>Examples/Notes</b>	<b>Initial</b>
1	File Name	All files use the naming convention COLLEGE-UNIT- LastnameFirstName-MYReview-20xx-xx.	This includes any word documents for draft nonrenewal letters. The year is always the current year, the year in which the case is being reviewed.
2	All sections	No cursive fonts or Adobe EchoSign or Adobe Certificate signatures were used to sign forms or documents.	Original signatures preferred; JPG image is acceptable. Cursive fonts are <u>not</u> signatures.
3	All sections	All PDFs are unprotected and unlocked.	We need to be able to edit and make notes.
4	All sections	Dates are supplied.	Make sure that every letter has a date and that all forms have a date where requested.
5	All sections	No blank pages between sections or documents.	Blank pages cause confusion. We'll wonder if a page is missing.
6	All sections	All pages in each document are accounted for.	Make sure pages are in correct order and none are missing.

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Section		Check That:	Examples/Notes	Initial
7	All sections	All pages are readable upon initial view and when printed.	For instructions on how to rotate pages in the portfolio, see Adobe Help links page.	
8	Document type for <u>positive</u> cases	Each positive MY-review case is a single 2-page PDF document which contains an APA form and a draft letter.	No PDF portfolios here, please; it makes no sense with a 2-page document.	
9	Document type for <u>negative</u> cases	Each APA form is a single PDF document, and each draft letter is a Word document.		
10	01_APA Form	The correct form is being used.	Use the newest version of the "Request for Academic Personnel Action - Multi-year Reviews." Any other version of the APA form will not be accepted.	
11	01_APA Form	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, you may include nickname in parentheses after full name. Example: DeRocks, Scott (Shawn) or Scott (Shawn) DeRocks.	
12	01_APA Form	Candidate ASU ID is correct.	Verify ASU ID in Peoplesoft.	
13	01_APA Form	The form is in PDF format.		
14	01_APA Form	College and unit are correct and are spelled out.	No abbreviations for college or unit. Names of units change, and in years to come, no one will remember what today's acronyms stand for. Do not list sub-specialties.	
15	01_APA Form	Correct academic rank <u>and</u> administrative title are listed (this is different than the fixed-term promotion form).	Use ACD titles and whole words.	

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Section	Check That:	Examples/Notes	Initial
16	01_APA Form	The chairs/directors/committee chairs/deans have signed on the correct line.	
17	01_APA Form	Signers' names are printed or typed and recommendations are clearly marked.	
18	01_APA Form	Signature and date are included for each level of internal review.	Original signatures preferred; JPG image is also acceptable.
19	01_APA Form	"Last Academic Personnel Action" is accurate.	This will either be 1)the year they were first appointed as a multi-year, 2)the year their multi-year appointment was last reviewed and renewed, or 3)the year they were converted from year-to-year to multi-year, whichever is the most recent. Promotions are not relevant in this context. The last academic personnel actions are vetted and by the provost office in August upon receipt of the "Anticipated Actions" spreadsheet, so there should be no surprises when the APA form is filled out.
20	01_APA Form	"Academic Year of Action Reviewed" is accurate.	The dates of the last academic personnel actions are vetted by the provost office in August upon receipt of the "Anticipated Actions" spreadsheet, so there should be no surprises when the APA form is filled out.

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21	01_APA Form	"Academic Year of Action Reviewed" is written with the following format: "20xx-20xx."	<u>Not</u> DD-MM-YYYY, and <u>not</u> just YYYY.
22	01_APA Form	If the individual is going up for promotion as well as MY review, the "two actions" box is checked.	
23	All dean's draft letters	The letter is accurate regarding the type of appointment (fiscal versus academic year).	Example: "...it is the college's intention to renew (or nonrenew) your multi-year contract when your current contract expires May 15, 20XX (if appointment is academic year)." Use "June 30, 20XX," if fiscal year.
24	All dean's draft letters	The letter is addressed to the individual.	
25	All dean's draft letters	The letter is post-dated for the date in mid-May that the university has set for all decision notifications.	Exceptions to this require approval by the provost's office.
26	All dean's draft letters	The provost's/vice provost's name and title are correct.	
27	Dean's draft "intent to renew" letter	The letter is in PDF format.	

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Section	Check That:	Examples/Notes	Initial
28	Dean's draft "intent to renew" letter	Since a lot can happen in the year before the new appointment begins, the letter includes the usual disclaimer language.	For example: "The renewal of your three-year appointment is contingent upon the availability of funds, your satisfactory performance, and the needs of the university."
29	Dean's draft "intent to renew" letter	The letter has a cc line for the vice provost for academic personnel.	
30	Dean's draft nonrenewal letter	The letter is in Word format.	The provost's office may make changes to the letter.
31	Dean's draft nonrenewal letter	The letter has the dean's electronic signature.	
32	Dean's draft nonrenewal letter	The letter has a signature line for the vice provost for academic personnel.	The final decision to nonrenew resides at the university level.

I have reviewed the checklist and initialed each of the items as reviewed and completed:

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Printed Name

Signature

Date