

# CHECKLIST for Biennial Reviews and Step Awards 2024

NAME: \_\_\_\_\_ CURRENT RANK: \_\_\_\_\_

DEPT \*: \_\_\_\_\_ 2<sup>nd</sup> DEPT: \_\_\_\_\_

Submit checklist to Faculty Relations with each file. Attach items in numerical order as listed below.

NOTE: Send ALL cases to Faculty Relations for distribution.

and chair : \_\_\_\_\_

- 4. If the dean considered making a more favourable assessment than the chair: copy of correspondence to the chair with a summary of the reasons for considering such an assessment (with advice of 14-day response period to the dean) and the chair's response.
- 5. Chair's assessment of the candidate's performance and recommendation.
- 6. Additional material considered by dean, if any.

## ASSESSMENT TO DEAN

Due: March 1, 2024

### Step award recommendation :

- Increase recommended
- No increase recommended

Step award recommendation: \_\_\_\_\_

### Assessment to the dean

- 7. Copy of chair's assessment sent to faculty member with advice of the 14-day period for faculty to respond to the dean, and advice that the final allocation of steps is determined by the dean and may not be the same as the recommendation of the chair

Date copy transmitted to faculty member: \_\_\_\_\_

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