

Date Prepared:

Promotion to or Merit Within: Full/Associate Specialist

Document Checksheet #S-2

(See APM 330-4) The Specialist Series is used for academic appointees who are engaged in research in specialized areas who do not have any teaching responsibilities.

NAME: DEPARTMENT: EFFECTIVE DATE:

REQUESTED TITLE: STEP: PERCENTAGE: ANNUAL SALARY:

PRESENT TITLE: STEP: PERCENTAGE: ANNUAL SALARY:

CHECK LIST: (Each Item should be checked)

- Director/Chair's recommendation and/or concurrence should include:
 - 1) Report on research and/or creative work, including:
 - a) Appraisals of research publications or other creative work appearing in the scholarly and critical literature since last review.
 - b) Single out and evaluate extent of the candidate's contribution to collaborative work or co-authored publications.
 - c) Assessment of work in progress, whenever possible
 - d) Impact of achievements on candidate's field.
 - 2) Report on special honors and awards, if any.
 - 3) If off-scale salary is recommended, state reasons.
 - 4) If acceleration is recommended, state justification.
 - 5) Fairness Safeguard Statement
 - Candidate's contribution, if any
 - Updated CV

Promotion and Merit request should be submitted by the deadline specified on the COE Calendar. Any request submitted after the deadline must include an explanation of lateness.

Explanation of Lateness