



Memo: Feedback from CAP and FPC on academic merit actions

- Please ensure that the candidate's statement and the chair's letter address **only** those activities, which have occurred during the period of review (usually since the last action).
- When recommending candidates for 'step-plus' consideration (1.5 steps or more), please be explicit in describing the area(s) in which the faculty member is perceived as making outstanding/exceptional contribution(s).
- Please include verbatim comments from student evaluations in MIV when possible.
- Please include only **peer-reviewed** publications under Publications in MIV. Any other type of article (non-refereed case reports, non-refereed proceedings, etc.) should be listed elsewhere in Creative Activities or Extending Knowledge.
- Please explicitly provide number and types of articles in the department letter.
- Please include complete grant information: Grants should list dates of funding, source (federal, state, internal), direct and/or total costs, and PIs/Co-PIs (if applicable).
- Regular attendance at committee meetings is an expectation for listing committee membership as service.
- Faculty should be listed on the journal's editorial board page (or other evidence provided) to substantiate editorial board membership.
- FPC is required to return incomplete or inaccurate dossiers to the Department for revision and revote, which results in delay of final vote.
- MIV should be utilized to check/uncheck service items, so as to retain only those relevant to the review period for the current action. This will yield much shorter and more relevant lists for the 2-step actions that come to CAP, and still allow complete lists to be compiled for the longer review periods associated with promotions.