

Top 10 Tips for Preparing a Successful Merit Case

<p>1. Download previous merit case from AP Folio</p>	<ul style="list-style-type: none"> • Check review period • Check for comments and notes
<p>2. Refer to Red Binder Resources</p>	<ul style="list-style-type: none"> • Excellence & Merit Reviews: RB II-8 & RB II-10 • Department Checklist: RB II-14
<p>3. Paginate <u>ALL</u> Documents</p>	<ul style="list-style-type: none"> • Department Letter, Self-Assessment, & CV • Reviewing Deans quote from these documents and need page numbers to reference in Dean's Report
<p>4. Include Vital Information in Department Letter</p>	<ul style="list-style-type: none"> • Department Chair's Signature • In intro and summary paragraphs: name, title, current salary, percent increase, proposed salary, effective date, review period, permanent base FTE allocation, and justification for acceleration (if any) • Minimize extensive quotes from other documents in the case
<p>5. Justify Recommended Salary</p>	<ul style="list-style-type: none"> • The department must clearly explain and justify any acceleration of the merit increase beyond the normative 6%. Excellence in all areas equals a standard 6%. Any additional increase must be explained.
<p>6. Review Current & Proposed Salary</p>	<ul style="list-style-type: none"> • Make sure salary in department letter (intro & summary paragraph) match the salary on the cover page in AP Folio • Percent increase: minimum of 6% and then in 3% increments thereafter. • Proposed salary: the new proposed salary is rounded up \$1 dollar amount regardless of cent value • For Excellence Review, if their current salary is less than the base salary for Continuing Lecturer (\$70,294 as of 2/1/2022), their salary is increased to the base rate of a Continuing Lecture & then the percentage of merit increase is applied. (Table 16)
<p>7. 5-Year ESCI Report</p>	<ul style="list-style-type: none"> • Draw red line to match review period • Courses are counted per review period
<p>8. Budget & Planning Report</p>	<ul style="list-style-type: none"> • Draw red line to match review period • Include checklist to show if ESCI and Student Comments are available, indicate "Yes" or "No" • If there are no reports or comments, please indicate why (no written comments submitted, missing comments, medical or personal leave)
<p>9. Submit One-of-a-Kinds</p>	<ul style="list-style-type: none"> • Required to submit ESCI comments • Departments & candidate can submit additional material
<p>10. Review Safeguard Statement</p>	<ul style="list-style-type: none"> • Review candidate selections to make sure they correctly reflect the case

Excellence Reviews

1. What it is: A Career review which covers all work done during quarters 1 to 16 in the Pre-6 Lecturer position
2. Criterial for advancement: Pre-6 Lecturers who are reaching their 18th quarter of service
3. Case Material: all the same material as a merit review case and must include the following:
 - a. All ESCI and student comments
 - b. Include at least 5 extramural letters solicited by the department ([RB I-49](#) and [RB I-50](#), Section L)
 - i. letter writers must be external to the department
 - ii. can be heavy on candidate suggestion, usually from former students
 - iii. current students cannot write letters
 - iv. similar to faculty cases, the candidate list of suggestion can include anyone they don't want to solicited for letters
 - v. if candidates opted to received redacted copies of the letters, case must include redacted copies
4. Permanent FTE of Continuing Appointment is based on “the same level as the need during the year prior to the start of the Continuing Appointment.” (RB II-8)

Promotion to Senior Continuing Lecturer

1. AP Folio may show that candidates are *eligible* for promotion to Senior Continuing Lecturer, but this doesn't necessarily mean that they have to go up for promotion.
2. Eligibility and criteria for promotion:
 - a. Must have at least 2 consecutive positive merit advancements following initial continuing appointment
 - b. Must be requested by the Continuing Lecturer only at normative 3-year merit review
 - c. *“Review of individuals for promotion to Senior Lecturer rank must demonstrate service of exceptional value to the University. Among such activities are governance. Also included are activities that involve member's professional expertise in a context outside the University's environment. Activities in both these areas should be carefully documented.”* (RB II-10)
3. Case Material: all the same material as an Excellence Review case
 - a. Include at least 5 extramural letters solicited by the department ([RB I-49](#) and [RB I-50](#), Section M)
 - b. Include materials since the Continuing Lecturer was determined to be excellent