### Top 10 Tips for Preparing a Successful Merit Case

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| **1.** Pull up previous merit case | • Check review period  
• Check for comments and notes |
| **2.** Refer to Red Binder resources | • Excellence & Merit Reviews, *RB II-8* and *RB II-10*  
• Department Checklist, *RB II-14* |
| **3.** Paginate all documents | • department letter, candidate’s self-assessment and candidate’s CV |
| **4.** Include vital information in the department letter | • Name, title, current salary, effective date, review period, permanent base FTE allocation  
• In summary paragraph, reiterate the name, title, current salary, percent increase, proposed salary, justification for acceleration and effective date  
• Minimize extensive quotes from other documents in the case |
| **5.** Justify recommended salary | • 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. |
| **6.** Review proposed salary | • Percent increase: minimum of 6% and then in 3% increments.  
• Proposed salary: the new proposed salary is rounded up $1 dollar amount  
• For excellence review, if their current salary is less than the base salary for Continuing Lecturer ($63,788 as of 7/1/19), their salary is increased to the base rate of a Continuing Lecture and then the percentage of merit increase is applied. (Table 16)  
• Make sure salary in department letter (intro & summary paragraph) match the salary on the cover page in AP Folio |
| **7.** Draw red line on the 5-Year ESCI report to match the review period | • Courses are counted per review period |
| **8.** Draw red line on the Budget & Planning teaching report to match the 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) |
| **9.** Submit One-of-a-Kinds | • Required to submit ESCI comments  
• Departments & candidate can submit additional material |
| **10.** Review Safeguard Statement | • 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 in the Pre-6 Lecturer position
2. Criteria for advancement: Pre-6 Lecturers who are reaching their 18th quarter
3. Case Material: all material is the same as a merit review and must also include
   a. All ESCI and student comments must be submitted for review
   b. Includes at least 5 extramural letters:
      i. can be heavy on candidate suggestion, usually from former students
      ii. current students cannot write letters
      iii. similar to faculty cases, the candidate list of suggestions can include anyone they don’t want solicited for letters
      iv. if candidate opted to receive redacted copies, case must include redacted copies
4. Permanent FTE: based on “The level of instructional need will normally be at the same level as the need during the year prior to the start of the Continuing Appointment.” (RB II-8)

**Promotion to Senior Lecturer**

1. AP Folio shows some candidates are eligible for promotion to Senior Continuing Lecturer, but this doesn’t necessarily mean that they have to go up for the promotion.
2. The criteria for promotion: Review of individuals for promotion to the 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, page 4)
3. Reappointment to the senior rank requires, in addition, service of exceptional value to the University. (RB II-10)