Fiscal-Year Term Appointment Reviews
Checklist

ALL reviews should be addressed to the Associate Director of the Agricultural Experiment Station.

Departments/Sections should submit materials to the personnel unit within their respective Dean’s Office.

Provide an original and one copy of the following:

_____ Department/Section letter should be brief (1-2 pages) and include:
   a. Description of the consultative process used in the department;
   b. Include the I&R, AES, and CE appointment percentages.
   c. Faculty evaluation and comments related to the candidate’s performance in meeting the mission of the Agricultural Experiment Station;
   d. Evaluation of outreach efforts to the identified clientele or targeted group(s).
   e. Statement indicating whether or not the candidate has made normative academic progress, including current faculty rank and step and date of most recent rank or step advancement. If the candidate is judged not to be making normative progress, include a statement on prospects for advancement within the following three years.

_____ Signed disclosure statement.

_____ Candidate’s Self-Statement of AES-related research accomplishments (1-2 pages) Include the following:
   a. Research accomplished under AES project(s);
   b. Research accomplished under the umbrella of someone else’s project(s) or not covered by a specific AES project;
   c. Statement describing the clientele or target group(s) that the work is intended to reach, and the activities that have sought to accomplish the outreach effort.
   NOTE: Faculty whose outreach programs include significant involvement with K-12 educational institutions are encouraged to describe carefully in their self-statement both the quality and quantity of their engagement activities.

_____ Publication list following the standard merit/promotion format.
   a. Indicate with a “^” which publications are significant to the AES during the MOU review period;
   b. Clearly indicate on the publication list the period covered by MOU;
   c. Do not include Abstracts.

_____ List of AES Projects and list of Annual Reports (AD-421s) which were submitted and approved during the period covered by the MOU.

Supporting Documentation – submit only one copy. This will be returned to the department.

1. Current and past AES projects and AD-421 reports for all AES projects during the period covered by the MOU.

Rev: 7/30/07