

**GUIELINES FOR PERSONNEL CASES REVIEWED AT DEAN LEVEL**  
**(Dean Delegated cases)**  
**(AY 2024-25)**

CHANGES IN DEAN DELEGATED CASES:

- All normal Merit increases and Reappointment cases are Dean delegated.
- All Dean delegated cases are due at the Dean's Office by **March 1**. Late cases should be expected to received negative decision.
- Any normal Merit that changes to an Acceleration case become a CAP case and would require a full set of documents as other CAP cases.
- The form AP-10-EZ is the same as AP-10 with non-critical items made in light gray titles to emphasize their limited impact. Faculty can choose to leave those sub-sections empty.
- Similarly, faculty have option of providing fewer and shorter support statements.
- A faculty member can choose to use AP-10, and provide a full set of statements and a complete/updated/consistent vita, if they prefer.

REQUIRED DOCUMENTS (the minimum set):

- AP-10-EZ
- Student Evalautions
- Teaching Statement: one page or less
- Departmental letter (short form AP-12)
- Chair letter
- Optional:
  - Research Statement: one page or less
  - Inclusive Excellence AND Service statement COMBINED: one page or less
  - Vita