

**GUIDE TO BOOKMARKING FILES**

<p><u>Standard Bookmarks for Current File:</u></p> <p>LAST NAME, First Name-MM_DD_YY          Summary          Emp History          Dean Ltr          SIOCAP/SOMCAP/SSPPSCAP          Dept Ltr          Ad Hoc/Division Letter/DOMCAP          Candidate Statement          Solicitation Ltr          Ref ID List (One for ID List and Letters)          Teaching          BioBib              PubLink          SABB Report          Supplemental Materials</p>	<p><u>Standard Bookmarks for Previous File (as applicable):</u></p> <p>LAST NAME, First Name-MM_DD_YY          Summary          Emp History          EVC Final          CAP Ltr          Dean Ltr/Dean Final/VC Final          SIOCAP/SOMCAP/SSPPSCAP          Dept Ltr          Ad Hoc/Division Letter/DOMCAP          Candidate Statement          Solicitation Ltr          Ref ID List          Teaching          BioBib              PubLink          SABB Report          Supplemental Materials</p>	
<p><u>Additional Information Bookmarks (as applicable):</u></p> <p>Summary – Add'l          Dean – Add'l Response          Dept –Add'l Response</p> <ul style="list-style-type: none"> <li>For items included in addition to the dept letter, create separate bookmark (e.g. revised biobib, additional external refs)</li> </ul> <p>EVC – Request Add'l          CAP – Request Add'l</p>	<p><u>Incomplete Bookmarks (as applicable):</u></p> <p>Summary -Response to Incomplete          Dean – Incomplete Response          Dept – Incomplete Response</p> <ul style="list-style-type: none"> <li>For items included in addition to the dept letter, create separate bookmark (e.g. revised BioBib, additional external refs)</li> </ul> <p>EVC – Incomplete File          CAP – Incomplete File</p>	<p><u>Reconsideration Bookmarks (as applicable):</u></p> <p>Summary - RECON          Dean – Prelim Response          Dept – Prelim Response</p> <ul style="list-style-type: none"> <li>For items included in addition to the dept letter, create separate bookmark (e.g. revised biobib, candidate response)</li> </ul> <p>EVC Prelim          CAP Prelim</p>



Please fill out the following form.

**Bookmarks**

- MOUSE, Mickey-07\_01\_16
  - Summary
  - Emp History
  - Dean ltr
  - Dept ltr
  - Ad Hoc
  - Candidate Statement
  - Solicitation ltr
  - Ref ID List
  - Teaching
  - BioBib
    - PubLink
  - SABB Report

### ACADEMIC RECOMMENDATION SUMMARY

Last name (in caps): MOUSE

Department: Fun & Imagination

### CHECK ALL THAT APPLY

<p><b>Career review action</b></p> <p><input type="checkbox"/> Promotion</p> <p><input checked="" type="checkbox"/> Advancement to/through Step VI</p> <p><input type="checkbox"/> Advancement to Above Scale</p> <p>Is this action:</p> <p><input type="checkbox"/> Normal    <input type="checkbox"/> Accel. (# of yrs)</p>	<p><b>Merit Advancem</b></p> <p><input type="checkbox"/> Normal</p> <p><input type="checkbox"/> Accel. (# year</p> <p><input type="checkbox"/> Further Abov</p>
<p><b>Other actions</b></p> <p><input type="checkbox"/> Reappointment</p> <p><input type="checkbox"/> No change</p> <p><input type="checkbox"/> Career Equity Review</p> <p><input type="checkbox"/> Non-reappointment</p>	<p><b>Off-scale salary</b></p> <p><input type="checkbox"/> New bonus</p> <p><input type="checkbox"/> New market</p> <p><input checked="" type="checkbox"/> Reset market</p> <p><input type="checkbox"/> Maintained i</p>

### PRESENT STATUS:

Title (rank/step): Professor V, OS

Title code: 1100

Salary: 116000

Scale date: 07/01/14

% of time: 100