Process Guide for Expedited Review
(professional and continuing appointment academic professionals being reviewed for promotion and/or continuing appointment)

Academic Affairs Manual (ACD) Policies governing expedited review: ACD 507-06 and ACD 507-07

Note: for all stages, do not lock documents and do not use an electronic signature (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. JPEG signature is accepted.

SECTION I: Expedited Review for Continuing-status-eligible Academic Professionals currently at ASU
(see section II below for information regarding expedited review of new hires)

Preliminary Steps

Step 1. **Request to submit.** The dean/university librarian submits a request to the executive vice president and provost of the university for an expedited review, including:
   a. **Reason(s) that support the review.**
   b. **Explanation why the continuing appointment and/or promotion review should not proceed under the regular process identified by ACD 507-06, “Continuing Appointment for Academic Professionals,” and ACD 507-07, “Academic Professional Promotion.”
   c. **Copy of the academic professional’s current curriculum vitae.**
   d. **Documentation establishing extraordinary circumstances** (i.e. an offer letter from another employer, receipt of an extraordinary award or honor that is likely to generate offers of employment or bring distinction to the individual and institution, etc.).

Step 2. **Provost response.** The university provost or designee will make every effort to approve or deny the request for an expedited review within 48 hours after receipt.

Step 3. **Notifications.** The dean/university librarian or designee will notify the unit chair/director/library administrator (hereafter referred to as “unit administrator”) and the academic professional immediately of the decision regarding the request.* If a positive response, every effort will be made to conclude the expedited review within 21 calendar days following the initiation of the review or as soon as possible thereafter. A negative response generates no further action from this point.
   * If no appropriate unit exists within the college/university libraries, the decanal staff will complete the unit’s action items.

Candidate Responsibilities

Step 4. **Candidate’s reviewer list.** Candidate submits to unit administrator a list of at least six names of people he/she recommends to serve as potential internal/external (hereafter referred to as “external”) reviewers. Three of the six names provided by the candidate must be at approved peer or aspirational-peer institutions. Proposed reviewers by the candidate and the unit administrator must be experts who are qualified to provide a professional assessment of the impact and quality of the candidate’s work in his/her field (see ACD507-06.)

Step 5. **Candidate’s materials.** Candidate submits electronic copies (PDF) of the following to the unit:
   a. A full and comprehensive **Curriculum Vitae** with page numbers and candidate’s name on each page.
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b. **Personal statement.** A personal statement up to four pages in length, single spaced, 12 pt. font with page numbers and the candidate’s name on each page. The personal statement provides reviewers with evidence of excellence in position effectiveness as it relates to the candidate’s position description; professional development and contributions; institutional, professional, and community service; and how these activities have built the foundation for continued professional growth.

c. **Research and scholarship.** Any candidate whose position description includes an expectation of research/scholarship shall also submit the following:
   i. Candidate completes and submits the [Confirmation of Publications/Creative Materials Selections](#) by listing four publication titles or descriptions of creative activity reflecting his/her research, scholarship, and/or creative activities; please include citation information as applicable.
   ii. Candidate provides unit with electronic copies of publications/creative materials identified on the Confirmation of Publications/Creative Materials Selections. A portfolio documenting overall professional activity may be submitted as one piece of evidence in lieu of a publication or other material reflecting scholarly/creative and professional endeavors.
   iii. Candidate signs and submits Confirmation of Publications/Creative Materials Selections to the unit.

d. **Evidence of teaching and mentoring.** Any candidate whose position description includes an expectation of teaching shall include Evidence of Excellence in Teaching and Mentoring. These materials are in addition to the Summary of Student Evaluation of Instruction provided by the unit, and are included in the Teaching Evidence section. Candidates should work with their unit administrator to identify appropriate materials that would effectively demonstrate an engaged effort to improve/sustain excellence in teaching and mentoring.

The dossier should include at least three different types of evidence of teaching excellence, one of which must be the candidate’s Summary of Student Evaluations as required by ABOR policy. Other types of evidence may include, but are not limited to:
   i. recent, objective, and substantive peer or university administrator evaluations of teaching
   ii. teaching or mentoring honors/awards
   iii. scholarship with a focus on pedagogy
   iv. evidence of student success through a sequence of courses
   v. evidence of mentoring such as student collaborators
   vi. evidence of student career success related to the candidate’s teaching or mentoring
   vii. examples of effective teaching innovation by the candidate
   viii. peer review portfolios
   ix. other evidence determined to be appropriate by the unit administrator in consultation with the candidate
   x. facilitation of workshops on learning outcome assessment or other pedagogical topics

Evidence should not include student comments on evaluations, course materials (syllabi, sample tests), or other subjective materials. Material in this category should be selected carefully as the quantity of material counts toward the page/size limit described in the Supporting Materials section.

e. **Supporting materials (optional).** If applicable, based on the candidate’s job description, candidate submits electronic (PDF) Supporting Materials to unit. Supporting materials may include a total of 50 pages not to exceed 10MB of additional electronic material highlighting excellence in position effectiveness, teaching, research, and/or service. Letters of support from any academic personnel outside the candidate’s academic home are included in this section and are not confidential. Any academic personnel who will review and vote
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on the candidate should not contribute such a letter. (Note that the materials in item (d) are counted within this page/size limit.) Candidate completes, signs, and submits the Confirmation of Optional Supporting Materials sheet to the unit. Indicate on form if there are materials included in this section. Include citation information as applicable and PDF page numbers on the form.

Unit/Library (Unit) Responsibilities

Step 6. Confirmation of unit criteria. Confirm that the unit criteria (as mentioned in P8, Academic Professional Requirements for Bylaws) have provost approval.

a. The approved document (complete bylaws or policies/procedures) should include the criteria and each level of action for academic professional recommendation of approval, dean/university librarian approval, and provost approval.

b. Bookmark the first page of the unit document and the first page of the criteria.

c. If unit criteria are not applicable, please include a page which indicates that.

d. External reviewers receive criteria only; all internal levels of review receive complete bylaws or policies/procedures with criteria bookmarked.

e. Unit document is included as Unit and College/University Libraries Criteria section.

Step 7. Preparation for external review. Upon notification of approval for expedited review, unit completes the following actions in preparation for external review:

a. Unit administrator develops a list of at least six names of people he/she recommends to serve as potential external reviewers. Three of the six names must be at approved peer or aspirational-peer institutions. Proposed reviewers by the candidate and the unit administrator must be experts who are qualified to provide a professional assessment of the impact and quality of the candidate’s work in his/her field (see ACD 507-07).

b. Unit administrator, who has ultimate responsibility for identifying a selection of well-qualified reviewers, meets with dean/university librarian to review list of 12 names (candidate’s list plus unit administrator’s list). From the 12 names, the dean/university librarian identifies acceptable reviewers, equally divided between candidate and unit administrator lists.

c. Unit administrator informally contacts list of acceptable candidates identified by the dean/university librarian. Informal contact is to ascertain reviewers’ availability, with the goal of obtaining six available reviewers equally divided equally between the candidate and unit administrator lists, who can provide written reviews within approximately 10 calendar days following the request. At least three reviewers must be from approved peer/aspirational peer institutions.

i. The preference is not to name the candidate during the informal contact. However, if using the candidate’s name is necessary in order to secure a strong pool of external reviewers, then the request to each potential reviewer may include the candidate’s name as long as the request to each reviewer is essentially the same with no comment or discussion about the case. The same approach should be used for all candidates in that unit for that year. If the candidate’s name is used in the informal request, then the unit administrator should note that fact in the unit administrator letter.

d. Unit administrator completes the Record of External Reviewers Grid identifying reviewers who are available and will receive a formal invitation to participate in the review. Once an external reviewer has been formally invited to participate, the reviewer remains on the grid. Declined or no-response emails are not included with the
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received external reviewer letters. Indicate participation status if an alternate is not contacted. External reviewers are listed with candidate-proposed reviewers in the first group and unit-administrator-proposed reviewers in the second group. Assign a C# to candidate-proposed reviewers and an L# to unit-administrator-proposed reviewers. Assign the asterisk symbol (*) to any reviewer listed as an alternate.
e. Unit administrator signs and submits External Reviewers Grid to dean/university librarian for signature. All reviewers must be approved by the dean/university librarian.

Step 8. **Formal invitations.** Unit formally invites and sends review materials to the external reviewers identified on the dean/university librarian approved and signed External Reviewers Grid.
a. Units are encouraged to use the [Sample Outside Letter – Academic Professionals](#).
b. In soliciting external letters, unit must comply with the [Academic Senate Requirements for Solicitation of Outside Letters of Recommendation](#), with the exception of the number of reviewers and abbreviated response time.
c. Contents of review packets submitted to the unit to be sent to external reviewers:
   i. Candidate’s current curriculum vitae.
   ii. The position description for the candidate.
   iii. Candidate’s personal statement.
   iv. If the candidate’s position description includes an expectation of research/scholarship, include the candidate’s publications or other material reflecting scholarly/creative and professional endeavors.
   v. A current copy of the approved academic unit/library criteria.
d. Unit coordinates receipt of the external letters and sends reminders for requested letters.
e. Unit includes the C# or L# in the top right corner of the first page of each external reviewer letter.
f. Units are encouraged to number the pages of each letter.
g. Units are encouraged to acknowledge receipt of external letters.
h. All external letters received must be signed by the external reviewer and included in the case file. If an unsigned external letter is received electronically, it should be received from the email address to which the invitation had been sent. Unit should include the email at the end of the attached letter.
i. Unit administrator should note the participation status of each external reviewer on the External Reviews Grid.

Step 9. **Submission to unit personnel committee.** Unit submits electronic candidate file to unit personnel committee. File includes:
b. Position description for the candidate.
c. For candidates whose position description includes an expectation of teaching activities, the unit shall compile and include the Confirmation of Teaching Evidence, and the Summary of Student Evaluation of Instruction, and may include other data directly related to course evaluations.
   i. Student comments should not be included.
   ii. Comparative data of teaching evaluation summary and description of the rating scale are required.
   iii. All teaching evaluation scores from multiple units should be included. Teaching evaluation scores for cross-listed courses can be merged as long as it is noted on the form under the Additional Information column.
   iv. All years of teaching evaluation scores should be included for academic professionals applying for promotion and continuing appointment status or continuing appointment status only. The previous ten years of teaching evaluation scores should be included for those applying to full.
v. Academic-unit directed peer-visit reports during the probationary period or since continuing status can be inserted in the Teaching Evidence section by the unit.

vi. Summary of Student Evaluation of Instruction is the first document in the Teaching Evidence section and does not count toward the 50 page/10MB size limit.

vii. Unit bookmarks the first page of each item listed on the Confirmation of Teaching Evidence.

viii. Units are strongly encouraged to review completed Summary of Student Evaluation of Instruction data and all other evidence provided that documents effective teaching (peer reviews, etc.) with candidate prior to unit personnel committee review of case materials.

d. For candidates whose position description includes an expectation of research activities, the unit shall request from the dean/university librarian the candidate’s Table of Sponsored Accounts (see instructional information in Important Reminders section). Include a blank page with a note if no sponsored account information is available or applicable.

e. Record of External Reviewers Grid, followed by a copy of one official invitation letter, external reviewer letters received, and reviewers’ curricula vitae.

f. Complete bylaws or policies/procedures with unit criteria bookmarked.

Step 10. Addition of unit committee letter(s). Unit adds signed internal letters, with voting results and page numbers, to the electronic case file from the following levels of review. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws.

Reminder: All internal letters should refer to external reviewers by the number assigned to them on the External Reviewers Grid; no names of individuals or institutions should be referenced in any internal letter.

a. Unit Personnel Committee, signed by all members of the committee. If a separate signature page is necessary, include a sentence about the action being taken with the candidate’s name at the top of the signature page.

b. As applicable, center director/unit administrator or non-home unit administrator (in the case of a joint appointment). Center directors/unit administrators who submit an internal letter and who belong to the home unit of the candidate may not vote on the case within the home unit.

Step 11. Addition of unit administrator letter. Unit submits complete file to unit administrator for review and recommendation. Signed unit administrator’s letter, including page numbers, is added to the electronic case file. See Guidance for Chair/Director letters.

Reminder: All internal letters should refer to external reviewers by the number assigned to them on the External Reviewers Grid; no names of individuals or institutions should be referenced in any internal letter.


Step 13. Oral statement. The unit administrator may provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the library or academic unit level; the candidate may choose to withdraw from further consideration at this point (ACD 507-06 and/or ACD 507-07). If the candidate chooses to withdraw, the unit administrator contacts the dean/university librarian as soon as possible. The dean/university librarian then contacts the provost’s office as soon as possible.
Step 14. **Submission to the college/university libraries.** Unit securely submits electronic PDF Portfolio of each case to college/university libraries for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats or folders).

   a. The PDF Portfolio shall include sections titled and ordered as follows:
      i. **01_APA form_Last NameFirst Initial**
      ii. **02_Curriculum Vitae_LAST NameFirst Initial**
      iii. **03_Personal Statement_Last NameFirst Initial**
      iv. **04_Position Description_Last NameFirst Initial**
      v. **05_Unit and College/University Libraries Criteria_Last NameFirst Initial** (with bookmarks)
      vi. **06_Internal Letters_Last NameFirst Initial** (personnel committee, followed by unit administrator)
      vii. **07_External Letters** (External Reviewers Grid, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks.
      viii. **08_Teaching Evaluation_Last NameFirst Initial** *(Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction, followed by other evidence)*
      ix. **09_Table of Sponsored Accounts_Last NameFirst Initial** *
      x. **10_Publications/Creative Material_Last NameFirst Initial** *(Confirmation of Publications/Creative Materials Selections followed by materials in order they appear on the form with bookmarks)*
      xi. **11_External Reviewers Curricula Vitae_Last NameFirst Initial** (as ordered on the External Reviewers Grid and bookmarked)
      xii. **12_(Optional) Supporting Materials_Last NameFirst Initial** (Confirmation of Optional Supplemental Materials followed by supplemental materials in order they appear on the form, with bookmarks)
      xiii. **13_Addendum_Last NameFirst Initial** *(Confirmation of Addendum Materials, followed by materials (with bookmarks) that were added to the file after the first response from an external reviewer is received.)*

   *As applicable based on the candidate’s position description.

   b. PDF Portfolio should be saved and titled using the following naming convention:

      COLLEGE/UNIVERSITY LIBRARIES–UNIT–LastNameFirstName – ActionAcademicYear
      (e.g CLAS-PSY-SmithJane-ExpeditedReview2012-13)

   c. If possible, unit should reduce PDF Portfolio and add the text-recognition option before submitting to the college/university libraries.

   d. PDF Portfolio should be uploaded to an electronic site as directed by each college/university libraries.

   e. No hard copy file is required.

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**College/University Libraries Responsibilities**

Step 15. **Submission to the college/university libraries personnel committee.** At the dean’s/university librarian’s discretion, the college/university libraries submits PDF Portfolio to college/university libraries personnel committee. File includes:


   b. College/university libraries criteria (as mentioned in [PB](#), Academic Professional Requirements for Unit Bylaws) which have provost approval.

      i. The approved document (complete bylaws or policies/procedures) should include the criteria and each level of approval (academic professionals, dean/university librarian, provost).
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ii. Bookmark the first page of the unit document, the college/university libraries document, and the criteria within those documents.
iii. College/university libraries document is added to Unit and College/University Libraries Criteria section.

Step 16. **Addition of unit committee letter(s).** If the dean/university librarian requested the use of the college/university libraries personnel committee, the college/university libraries adds the internal letter, with voting results and page numbers, from the college/university libraries personnel committee signed by all members of the committee to the end of the Internal Letters section of the PDF Portfolio. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws.

*Reminder: All internal letters should refer to external reviewers by the number assigned to them on the External Reviewers Grid; no names of individuals or institutions should be referenced in any internal letter.*

Step 17. **Addition of dean/university librarian letter.** College/university libraries submits PDF Portfolio to dean/university librarian for review and recommendation. Signed dean’s/university librarian’s letter, including page numbers, is added to PDF Portfolio at the end of the Internal Letters section.

*Reminder: All internal letters should refer to external reviewers by the number assigned to them on the External Reviewers Grid; no names of individuals or institutions should be referenced in any internal letter.*

Step 18. **APA form.** College/university libraries reviews for accuracy and updates the Academic Personnel Action (APA) form with all appropriate signatures and adds to the APA section of the PDF Portfolio replacing the previous APA form.

Step 19. **Oral statement.** The supervising dean/university librarian may provide an oral statement of the strengths and weaknesses of the case to the candidate based on the reviews at the college/university libraries level; the candidate may choose to withdraw from further consideration at this point (ACD 507-06 and/or ACD 507-07). If the candidate chooses to withdraw, the dean/university librarian contacts the provost’s office as soon as possible.

Step 20. **Submission to the provost’s office.** College/university libraries submits electronic PDF Portfolio of each case to the university for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats or folders).

a. The PDF Portfolio shall include sections titled and ordered as follows:
   i. **01_APA form_Last NameFirst Name**
   ii. **02_Curriculum Vitae_Last NameFirst Name**
   iii. **03_Personal Statement_Last NameFirst Name**
   iv. **04_Position Description_Last NameFirst Name**
   v. **05_Unit and College/University Libraries Criteria_Last NameFirst Name** (with bookmarks)
   vi. **06_Internal Letters_Last NameFirst Name** (unit personnel committee, followed by unit administrator, college/university libraries personnel committee, dean/university librarian)
   vii. **07_External Letters_Last NameFirst Name** (External Reviewers Grid, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks)
   viii. **08_Teaching Evaluation_Last NameFirst Name** (Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction, followed by other evidence)
   ix. **09_Table of Sponsored Accounts_Last NameFirst Name** *
   x. **10_Publications/Creative Material_Last NameFirst Name** *(Confirmation of Publications/Creative Materials Selections) followed by materials in the order they appear on the form with bookmarks)*
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xi. 11_External Reviewers Vitae_Last NameFirst Name (as ordered on the External Reviewers Grid and bookmarked)

xii. 12_(Optional) Supporting Materials_Last NameFirst Name (Confirmation of Optional Supporting Materials followed by supporting materials, with bookmarks, in order they appear on the form)

*As applicable based on the candidate’s position description.

b. PDF Portfolio should be saved and titled using the following naming convention:
   COLLEGE/UNIVERSITY LIBRARIES–UNIT–LastNameFirstName – ActionAcademicYear
   (e.g. CLAS-PSY-SmithJane-ExpeditedReview2012-13)

c. If possible, college/university libraries should reduce PDF Portfolio and add the text recognition option before submitting to the university.

d. PDF Portfolio should be uploaded to a secure college/university libraries-specific file on provost’s share drive as directed by the university; notify the provost’s office when the file has been uploaded.

e. Please do not submit hard copy of these materials.

SECTION II: Expedited Review for New Hires

The expedited review process is also used to make the scholarly review of academic professionals hired with continuing status consistent with the scholarly review of academic professionals coming through the ranks at ASU.

Candidates at Peer/Aspirational Peer Institutions
For candidates employed at a peer or aspirational peer institutions who currently hold the rank at which they are being hired (e.g., hired as associate librarian, currently associate librarian; hired as librarian, currently librarian), the provost and president will review:

1. Candidate’s curriculum vitae
2. Reference letters, or notes from reference calls
3. Unit administrator’s and dean’s/university librarian’s letters of support for hire with continuing status

The president may make a decision following this review or may call for additional information as needed. Questions regarding determination of peers and aspirational peers should be referred to the vice provost for academic personnel in the Office of the University Provost.

Candidates at Non-Peer Institutions
For candidates employed with continuing status at an institution that is not an official peer/aspirational peer for ASU, and who would be hired in the same rank that they now hold, a subcommittee of University Promotion and Continuing Appointment Review Committee, the provost, and the president will review the following:

1. Candidate’s curriculum vitae
2. Reference letters, or notes from reference calls
3. Unit administrators’ and dean’s/university librarian’s letters of support for hire with continuing status

The president may make a decision following this review or may call for additional information as needed. Questions regarding determination of peers and aspirational peers should be referred to the vice provost for academic personnel in the Office of the University Provost.
Candidates seeking continuing status/promotion with hire

For candidates who do not have continuing status at their current institution or who are requesting promotion to a higher rank, an expedited promotion and continuing status review will be required, including academic personnel and administrative review(s) at all levels. To accommodate the need for prompt decision making, (a) the college/university libraries personnel committee review may be bypassed so long as there is academic personnel review at the department and university level; and (b) the university academic personnel review may be conducted by a sub-committee of the University Promotion and Continuing Appointment Review Committee. Consistent with the regular promotion and continuing-status review process, this review shall include independent evaluations from external reviewers solicited by the unit administrator/dean/university librarian. After review and recommendation by the provost, the president will make the decision on hire, rank, and continuing status.

It is permissible to make an offer of a continuing-status position contingent on the successful result of an expedited continuing-status review. The following template should be followed in such letters: "We are pleased to offer you an appointment as Associate Librarian/Librarian in the Department/School of _________. Your appointment is for a full-time position and is categorized as continuing status, contingent on the successful result of an expedited review. If the expedited continuing-status review is not successful, under current policy you will be eligible for consideration for continuing status no later than your fourth year of employment (academic year ____)."

IMPORTANT REMINDERS

Table of Sponsored Accounts

- The candidate’s Table of Sponsored Accounts shall be included in the case file for those academic professionals whose job expectations include research activities. Prior to initial internal review, the unit secures from the dean/university librarian’s office the candidate’s Table of Sponsored Accounts taken from ASU Faculty Dashboard. No changes should be made to the table. A candidate may include more information or clarification in the curriculum vitae or in supporting materials. Table should reflect activity from calendar year 2000 or time of hire (see example).

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