# **UC San Diego-Academic Personnel Services**

## File Preparation Checklists

- 1. Advancement to Above Scale
- 2. Accelerated Advancement
- 3. Appraisal
- 4. Award of Bonus Off-scale Component
- 5. Career Equity Review
- 6. Deferral
- 7. No Change
- 8. Normal Merit
- 9. Promotion to Associate Rank
- 10. Promotion to Full Rank
- 11. Retention
- 12. Merit Advancement to/through Step VI

#### 1. FILE PREPARATION CHECKLIST: ADVANCEMENT TO ABOVE SCALE

1.		omm	endation Summary Form
			Advancement "Above Scale" checked
			<ul> <li>Specify if Advancement is "Normal" or "Accelerated"</li> </ul>
			<ul> <li>If Advancement is "Accelerated" specify number of acceleration years</li> </ul>
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.	□ uc	^cad	emic Employment History
۷.			Appointment history listed and includes the following:
		ш	Appointment Period (Dates)
			Title and Step
			Percent Time
		$\overline{}$	Department  Leave and Sabbatical bictory listed and includes the following:
		ш	Leave and Sabbatical history listed and includes the following:
			Periods without pay during the review period including dates
			Complete sabbatical and leave history should be listed for candidate's career
		Ш	Accelerated merit advancements should be annotated with an asterisk
4.	☐ Dep	artm	ent Recommendation Letter & Points of Discussion
			Proposed status for which approvals are being requested to include:
			Title Dank 9 Cton
			<ul> <li>Title, Rank, &amp; Step</li> </ul>
			• Salary
		Ш	• Salary
			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:</li> </ul>
			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:         <ul> <li>Internationally recognized and acclaimed research</li> </ul> </li> </ul>
			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international</li> </ul> </li> </ul>
			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> </ul> </li> </ul>
			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> </ul> </li> </ul>
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			<ul> <li>Salary</li> <li>Effective Date</li> <li>Proposals for above scale advancement require evidence of the following be included and discussed:         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction beyond the performance on which advancement to Step IV was based</li> </ul> </li> <li>Disposition of any existing off-scale salary components and provide justification for any exceptions to policy</li> </ul>
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### 1. FILE PREPARATION CHECKLIST: ADVANCEMENT TO ABOVE SCALE

			Note conflicts of interest in the file.
			<ul> <li>Ensure the file writer has not collaborated with the candidate in the past 5</li> </ul>
			years.
			Referee letters:
			<ul> <li>Use letter codes, from the Referee ID List, when referring to external referees,</li> </ul>
			e.g., "Referee A stated"
			DO NOT IDENTIFY EXTERNAL REFEREES BY NAME
			Department standards for advancement to Above Scale.
			Evaluate the candidate's qualifications and effectiveness in the following areas:
			Research & Creative Activities
			<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
			conducted during candidate's career and its impact his/her respective field
			<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
			<ul> <li>Indicate whether journals are refereed and their rate of acceptance/rejection</li> </ul>
			<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
			other creative activities
			<ul> <li>Indicate the candidate's grant-related roles</li> </ul>
			Teaching Activities
			o Discuss teaching effectiveness
			<ul> <li>Discuss any problems in the area of teaching and specify performance improvement plans</li> </ul>
			Compare candidate's teaching load to normal departmental teaching load
			Service
			Describe candidate's professional achievements
			Describe the nature and quality of the candidate's service
			contributions
	<u>L</u>		
5.	Cer	tifica	tion B
			Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
			Letter
6.	☐ Cer	tifica	tion A
			Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad-
			hoc/division and external referee letters
7.	Dep	artm	ental Ad Hoc Report (WHERE APPLICABLE)
			Signed by all committee members
8.	☐ Can	dida	te's Self Evaluation (OPTIONAL)

#### 1. FILE PREPARATION CHECKLIST: ADVANCEMENT TO ABOVE SCALE

		Verify solicitation letter included confidentiality disclosure statement
		Include a list of referees to whom each solicitation was sent or an indication.
		that the same letter was sent to all referees
L		that the same letter was sent to an referees
Refe	ree I	I.D. List
Exte	rnal	Referee Letters
		3 External Letters (MINIMUM)
		<ul> <li>Verify external referees are independent</li> </ul>
		<ul> <li>Verify the majority of external referees were selected by the department</li> </ul>
		Code letters in correspondence with the Referee I.D. List (e.g. the letter from the lette
		Referee A on the list should have the corresponding letter "A" in the upper
		right hand corner of <b>ALL</b> pages)
Cour	rse lo	oad & Student Direction form (General Campus) or Teaching Quantification Form (Health
Scie	nces	) signed by the candidate
Teac	hing	Evaluations
		Undergraduate (CAPE Evaluations), including student comments
		Undergraduate (CAPE Evaluations), including student comments
		<ul> <li>Undergraduate (CAPE Evaluations), including student comments</li> <li>Graduate, including student comments</li> </ul>
Copi		<ul> <li>Undergraduate (CAPE Evaluations), including student comments</li> <li>Graduate, including student comments</li> </ul>
Copi		<ul> <li>Undergraduate (CAPE Evaluations), including student comments</li> <li>Graduate, including student comments</li> <li>Memo explaining any missing evaluations</li> </ul>
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	ees o	<ul> <li>Undergraduate (CAPE Evaluations), including student comments</li> <li>Graduate, including student comments</li> <li>Memo explaining any missing evaluations</li> <li>Fublications</li> <li>Publications should be numbered to correspond with their entry on the Bibliography         <ul> <li>Verify consistency</li> <li>All new items in Section A of the Biography and Bibliography form should be submitted and the corresponding citation on the Bibliography marked with asterisk</li> <li>All significant career publications should be submitted and the corresponding citation of the Biography and Bibliography form marked with an asterisk</li> <li>If publications are submitted by way of an online hyperlink verify the links a functional</li> </ul> </li> <li>c Biography and Bibliography Packet</li> <li>Updated to reflect new work completed during the review period</li> </ul>

#### 2. FILE PREPARATION CHECKLIST: ACCELERATED ADVANCEMENT

\*NOTE-DOCUMENTS ARE LISTED IN ORDER OF INCLUSION FROM BEGINNING TO END

\*NOTE-IF ACCELERATED ADVANCEMENT IS CONCURRENT WITH PROMOTION OR CAREER REVIEW, PLEASE SEE CORRESPONDING CHECKLIST FOR CONCURRENT ACTIONS

1. Recommendation Summary Form			nendation Summary Form
			Verify the following:
			"Merit" checked
			"Acceleration" checked
			<ul> <li>Specify number of acceleration years</li> </ul>
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.	UC	Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
3. 4.			e Salary Slip (OPTIONAL) nental Recommendation Letter & Points of Discussion
			Proposed status for which approvals are being requested to include:
			Title, Rank, & Step
			• Salary
			Effective Date
		$\vdash$ $\sqcap$	Department standards for normal merit advancement and how candidate exceeded set
			standards
		П	Provide thorough justification when recommending award of an off-scale salary
			<ul> <li>Internationally recognized and acclaimed research</li> </ul>
			<ul> <li>Discussion of candidate's standing in his/her field to include international</li> </ul>
			reputation
			Excellent teaching performance and service
			Demonstration of additional merit and distinction
		$\Box$	Department consultation and vote results
			<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
			Verify the vote complies with policy
			o PPM 230-28 and Academic Senate Bylaw 55

## 2. FILE PREPARATION CHECKLIST: ACCELERATED ADVANCEMENT

			Note conflicts of interest in the file.
			Ensure the file writer has not collaborated with the candidate in the past 5
			years.
			Specifically describe the impact on the discipline of the work if that is being used as a
			justification for acceleration
			Indicate whether the requested acceleration is on-cycle or off-cycle
			Off-Cycle review files should present a compelling reasons as to why the file
			should be considered.
			Evaluate the candidate's <b>EXTRAORDINARY</b> qualifications and effectiveness in the areas of
			research & creative activity, teaching activities and University and public service
			<ul> <li>Accelerated advancements are not appropriate in cases in which there is a</li> </ul>
			weakness or substandard performance in one <u>or</u> more areas
			Indicate how achievements are above what is expected for normal advancement in the
			following areas:
			Research & Creative Activities
			<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
			conducted during candidate's career and its impact his/her respective
			field
			<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
			<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
			acceptance/rejection
			<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
			other creative activities
			<ul> <li>Indicate the candidate's grant-related roles</li> </ul>
			Teaching Activities
			<ul> <li>Discuss teaching effectiveness</li> </ul>
			<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
			performance improvement plans
			Compare candidate's teaching load to normal departmental teaching
			load
			Service
			<ul> <li>Describe candidate's professional achievements</li> </ul>
			<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
			contributions
			Referee letters (If Required)
			<ul> <li>Use letter codes, from the Referee ID List, when referring to external</li> </ul>
			referees, e.g., "Referee A stated"
			<ul> <li>DO NOT IDENTIFY EXTERNAL REFEREES BY NAME</li> </ul>
5.	Ce	rtifica	tion B
			Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
			Letter
6.	Ce	rtifica	tion A
			Signed and dated by the employee AFTER he/she reviews redacted department ad
			hoc/division and external referee letters
			Page <b>2</b> of <b>4</b>

### 2. FILE PREPARATION CHECKLIST: ACCELERATED ADVANCEMENT

Verify solicitation letter included confidentiality disclosure statement   Include a list of referees to whom each solicitation was sent or an indication that the same letter was sent to all referees   Referee I.D. List   Optional unless promotion to Associate, Full, or Advancement to Above Scale   Verify external referees are independent   Verify the majority of external referees were selected by the department   Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)   Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate   Undergraduate (CAPE Evaluations), including student comments   Graduate, including student comments   Memo explaining any missing evaluations   Publications   Publications   Publications should be numbered to correspond with Bibliography entry   All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If publications are submitted by way of an online hyperlink verify the links are functional   On to include work completed after October 15 <sup>th</sup>   Verify "Line" placement is correct	7.	De	epartn	nental Ad Hoc Report (WHERE APPLICABLE)
Copy of Solicitation Letter to External Candidates				Signed by all committee members
Copy of Solicitation Letter to External Candidates	8.	☐ Ca	ındida	te's Self Evaluation (OPTIONAL)
Verify solicitation letter included confidentiality disclosure statement   letters   Policy   Policy				
Include a list of referees to whom each solicitation was sent or an indication that the same letter was sent to all referees   Referee I.D. List	9.	□ Cc	py of	Solicitation Letter to External Candidates
that the same letter was sent to all referees				Verify solicitation letter included confidentiality disclosure statement
10. Referee I.D. List    Coptional unless promotion to Associate, Full, or Advancement to Above Scale   Verify external referees are independent   Verify the majority of external referees were selected by the department   Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)  12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations   Undergraduate (CAPE Evaluations), including student comments   Graduate, including student comments   Memo explaining any missing evaluations    Publications   Publications   Publications   Publications should be numbered to correspond with their entry on the Bibliography   Verify consistency-numbered to correspond with Bibliography entry   All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet   Do not include work completed after October 15 <sup>th</sup>   Verify "Line" placement is correct				<ul> <li>Include a list of referees to whom each solicitation was sent or an indication</li> </ul>
Optional unless promotion to Associate, Full, or Advancement to Above Scale				that the same letter was sent to all referees
Optional unless promotion to Associate, Full, or Advancement to Above Scale  • Verify external referees are independent • Verify the majority of external referees were selected by the department • Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)  12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations  • Undergraduate (CAPE Evaluations), including student comments • Graduate, including student comments • Memo explaining any missing evaluations  14. Copies of Publications  • Verify consistency-numbered to correspond with their entry on the Bibliography • Verify consistency-numbered to correspond with Bibliography entry • All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk • If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk • If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet  • Updated to reflect new work completed during the review period • Do not include work completed after October 15 <sup>th</sup> • Verify "Line" placement is correct	10.	Re	eferee	I.D. List
Verify external referees are independent     Verify the majority of external referees were selected by the department     Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)  12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations      Undergraduate (CAPE Evaluations), including student comments     Graduate, including student comments     Memo explaining any missing evaluations  14. Copies of Publications      Publications should be numbered to correspond with their entry on the Bibliography     Verify consistency-numbered to correspond with Bibliography entry     All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct	11.	☐ Ex	ternal	Letters
Verify the majority of external referees were selected by the department     Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)  12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations      Undergraduate (CAPE Evaluations), including student comments     Graduate, including student comments     Memo explaining any missing evaluations  14. Copies of Publications  Publications should be numbered to correspond with their entry on the Bibliography     Verify consistency-numbered to correspond with Bibliography entry     All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct		_		
Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  Teaching Evaluations  Undergraduate (CAPE Evaluations), including student comments Graduate, including student comments Memo explaining any missing evaluations  Publications  Publications  Publications hould be numbered to correspond with their entry on the Bibliography Verify consistency-numbered to correspond with Bibliography entry All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				Verify external referees are independent
Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages)  12.				Verify the majority of external referees were selected by the department
right hand corner of ALL pages)  12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations    Undergraduate (CAPE Evaluations), including student comments   Graduate, including student comments   Memo explaining any missing evaluations    Publications    Publications should be numbered to correspond with their entry on the Bibliography   Verify consistency-numbered to correspond with Bibliography entry   All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet   Updated to reflect new work completed during the review period   Do not include work completed after October 15 <sup>th</sup>   Verify "Line" placement is correct				Code letters in correspondence with the Referee I.D. List (e.g. the letter from
12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate  13. Teaching Evaluations    Undergraduate (CAPE Evaluations), including student comments   Graduate, including student comments   Memo explaining any missing evaluations  14. Copies of Publications    Publications should be numbered to correspond with their entry on the Bibliography   Verify consistency-numbered to correspond with Bibliography entry   All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If publications are submitted by way of an online hyperlink verify the links are functional  15. Academic Biography and Bibliography Packet    Updated to reflect new work completed during the review period   Do not include work completed after October 15 <sup>th</sup>   Verify "Line" placement is correct				Referee A on the list should have the corresponding letter "A" in the upper
Sciences) signed by the candidate  13. Teaching Evaluations				right hand corner of <b>ALL</b> pages)
Graduate, including student comments     Memo explaining any missing evaluations    Copies of Publications	13.	Te	aching	
Memo explaining any missing evaluations    Copies of Publications				Undergraduate (CAPE Evaluations), including student comments
14. Copies of Publications    Publications should be numbered to correspond with their entry on the Bibliography   Verify consistency-numbered to correspond with Bibliography entry   All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk   If publications are submitted by way of an online hyperlink verify the links are functional   Academic Biography and Bibliography Packet   Updated to reflect new work completed during the review period   Do not include work completed after October 15 <sup>th</sup>   Verify "Line" placement is correct				Graduate, including student comments
Publications should be numbered to correspond with their entry on the Bibliography  Verify consistency-numbered to correspond with Bibliography entry  All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk  If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk  If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period  Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				Memo explaining any missing evaluations
Verify consistency-numbered to correspond with Bibliography entry     All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct	14.	□ Co	pies o	f Publications
All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				Publications should be numbered to correspond with their entry on the Bibliography
corresponding citation on the Bibliography marked with an asterisk  If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk  If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period  Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				<ul> <li>Verify consistency-numbered to correspond with Bibliography entry</li> </ul>
If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk     If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				All new items in Section A of the bibliography should be submitted and the
corresponding citation on the Bibliography marked with an asterisk  If publications are submitted by way of an online hyperlink verify the links are functional  Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period  Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				corresponding citation on the Bibliography marked with an asterisk
If publications are submitted by way of an online hyperlink verify the links are functional      Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				<ul> <li>If career review, all significant career pubs should be submitted and the</li> </ul>
functional  15. Academic Biography and Bibliography Packet  Updated to reflect new work completed during the review period  Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				corresponding citation on the Bibliography marked with an asterisk
Academic Biography and Bibliography Packet      Updated to reflect new work completed during the review period     Do not include work completed after October 15 <sup>th</sup> Verify "Line" placement is correct				<ul> <li>If publications are submitted by way of an online hyperlink verify the links are</li> </ul>
<ul> <li>Updated to reflect new work completed during the review period</li> <li>Do not include work completed after October 15<sup>th</sup></li> <li>Verify "Line" placement is correct</li> </ul>				functional
<ul> <li>Do not include work completed after October 15<sup>th</sup></li> <li>Verify "Line" placement is correct</li> </ul>	15.	□ Ac	adem	ic Biography and Bibliography Packet
<ul> <li>Do not include work completed after October 15<sup>th</sup></li> <li>Verify "Line" placement is correct</li> </ul>				Updated to reflect new work completed during the review period
Verify "Line" placement is correct				
Signed and dated by the employee, candidate				Signed and dated by the employee/candidate

2. FILE PREPARATION CHECKLIST: ACCELERATED ADVANCEMENT

16. 
Sabbatical Leave Reports (IF APPLICABLE)

		endation Summary Form			
		Verify the following:			
		• "Appraisal" checked			
		"Present Status" and "Proposed Status" complete and consistent with department letter			
		Department vote results included and properly documented			
		Proper Department Chair signature approvals verified and documented			
2. UC	Acad	emic Employment History			
		Appointment history listed and includes the following:			
		<ul> <li>Appointment Period (Dates)</li> </ul>			
		Title and Step			
		Percent Time			
		Department			
		Leave and Sabbatical history listed and includes the following:			
		<ul> <li>Periods without pay during the review period including dates</li> </ul>			
		<ul> <li>Complete sabbatical and leave history should be listed for candidate's career</li> </ul>			
		Accelerated merit advancements should be annotated with an asterisk			
		e Salary Slip (OPTIONAL)  nental Recommendation Letter & Points of Discussion			
		nental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:			
		ental Recommendation Letter & Points of Discussion			
		nental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:			
		rental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:  • Complete sabbatical and leave history should be listed for candidate's career			
		Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career  Title, Rank, & Step Salary Effective Date			
		rental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career  Title, Rank, & Step Salary			
		Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career  Title, Rank, & Step Salary Effective Date  Department standards for normal merit advancement and how candidate meet the			
		Proposed status for which approvals are being requested to include:			
		Proposed status for which approvals are being requested to include:			
		Proposed status for which approvals are being requested to include:			
		Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date  Department standards for normal merit advancement and how candidate meet the established standards  Provide thorough justification when recommending award of a off-scale salary Internationally recognized and acclaimed research Discussion of candidate's standing in his/her field to include international			
		Proposed status for which approvals are being requested to include:			
		Proposed status for which approvals are being requested to include:			
		Proposed status for which approvals are being requested to include:			

#### 3. FILE PREPARATION CHECKLIST: APPRAISAL

		Evaluate the candidate's qualifications and effectiveness in the areas of research & creative
		activity, teaching activities, and University and public service
		Research & Creative Activities
		<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
		conducted during candidate's career and its impact his/her respective
		field
		<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
		<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
		acceptance/rejection
		<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
		other creative activities
		<ul> <li>Indicate the candidate's grant-related roles</li> </ul>
		Teaching Activities
		o Discuss teaching effectiveness
		<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
		performance improvement plans
		<ul> <li>Compare candidate's teaching load to normal departmental teaching</li> </ul>
		loads
		Service
		Describe candidate's professional achievements
		Department consultation and vote results
		<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
		Verify the vote complies with policy
		PPM 230-28 and Academic Senate Bylaw 55
5.	☐ Certifica	tion D
Э.	Certifica	Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
		Letter
6.	Certifica	tion A
		Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
		hoc/division and external referee letters
7.	☐ Departm	nental Ad Hoc Report (WHERE APPLICABLE)
		Signed by all committee members
8.	Candida	te's Self Evaluation (OPTIONAL)
^	□ ca af	Calicitation Latter to Future of Candidates
9.		Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement
		Verify solicitation letter included confidentiality disclosure statement     Include a list of referees to whom each solicitation was sent or an indication
		that the same letter was sent to all referees
		that the same letter was sent to differences

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 3. FILE PREPARATION CHECKLIST: APPRAISAL

16. Sabbatical Leave Reports (IF APPLICABLE)

10. Referee I.D. List 11. External Letters Optional unless promotion to Associate, Full, or Advancement to Above Scale Verify external referees are independent Verify the majority of external referees were selected by the department Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages) 12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate 13. Teaching Evaluations Undergraduate (CAPE Evaluations), including student comments Graduate, including student comments Memo explaining any missing evaluations 14. Copies of Publications Publications should be numbered to correspond with their entry on the Bibliography Verify consistency-numbered to correspond with Bibliography entry All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk If publications are submitted by way of an online hyperlink verify the links are functional 15. Academic Biography and Bibliography Packet Updated to reflect new work completed during the review period Do not include work completed after October 15<sup>th</sup> Verify "Line" placement is correct Signed and dated by the employee/candidate

#### 4. FILE PREPARATION CHECKLIST: AWARD OF BONUS OFF-SCALE COMPONENT

1.	Re	comm	nendation Summary Form
			Verify the following:
			<ul> <li>"New Bonus Off-Scale" checked under Off-Scale Salary Actions</li> </ul>
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.	∐ UC	Acad	emic Employment History
		Ш	Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
3.	Off	-Scale	e Salary Slip (OPTIONAL)
4.	∐ De	partm	nental Recommendation Letter & Points of Discussion
		Ш	Proposed status for which approvals are being requested to include:
			Title, Rank, & Step
			Salary
			Effective Date
		Щ	Provide department standards for normal merit advancement
		Ш	Bonus Off-Scale Component
			<ul> <li>Reward extraordinary achievements in <u>one</u> or <u>two</u> of the criteria areas, i.e.,</li> </ul>
			research, teaching, and/or service
			<ul> <li>Verify bonus off-scale amount and calculations</li> </ul>
			<ul> <li>Should equal to one half salary step</li> </ul>
			<ul> <li>Provide thorough justification when recommending award of, or policy</li> </ul>
			exceptions for, a bonus off-scale salary
			Note conflicts of interest in the file.
			<ul> <li>Ensure the file writer has not collaborated with the candidate in the past 5</li> </ul>
			years.

### 4. FILE PREPARATION CHECKLIST: AWARD OF BONUS OFF-SCALE COMPONENT

		Evaluate the candidate's qualifications and effectiveness in the areas of research & creative
		activity, teaching activities, and University and public service
		Research & Creative Activities
		<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
		conducted during candidate's career and its impact his/her respective
		field
		<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
		<ul><li>Indicate whether journals are refereed and their rate of acceptance/rejection</li></ul>
		<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
		other creative activities
		<ul> <li>Indicate the candidate's grant-related roles</li> </ul>
		Teaching Activities
		<ul> <li>Discuss teaching effectiveness</li> </ul>
		<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
		performance improvement plans
		<ul> <li>Compare candidate's teaching load to normal departmental teaching load</li> </ul>
		Service
		Describe candidate's professional achievements
		<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
		contributions
		Department consultation and vote results
		<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
		Verify the vote complies with policy
		o PPM 230-28 and Academic Senate Bylaw 55
5.	Certifica	tion B
		Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
		Letter
6.	Certification	tion A
		Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
		hoc/division and external referee letters
	<u></u>	
7.	☐ Departm	ental Ad Hoc Report (WHERE APPLICABLE)
		Signed by all committee members
0	Candidat	to's Solf Evaluation (OPTIONAL)
8.	Candidat	te's Self Evaluation (OPTIONAL)
9.		oad & Student Direction form (General Campus) or Teaching Quantification Form (Health

## 4. FILE PREPARATION CHECKLIST: AWARD OF BONUS OFF-SCALE COMPONENT

10.	Te	aching	g Evaluations	
			•	Undergraduate (CAPE Evaluations), including student comments
			•	Graduate, including student comments
			•	Memo explaining any missing evaluations
11.	⊟տ	nies o	of Publications	
				should be numbered to correspond with their entry on the Bibliography
			•	Verify consistency-numbered to correspond with Bibliography entry
			•	All new items in Section A of the bibliography should be submitted and the
				corresponding citation on the Bibliography marked with an asterisk
			•	If career review, all significant career pubs should be submitted and the
				corresponding citation on the Bibliography marked with an asterisk
			•	If publications are submitted by way of an online hyperlink verify the links are
				functional
12.	Ac	<u>ademi</u>	ic Biography a	nd Bibliography Packet
			•	Updated to reflect new work completed during the review period
			•	Do not include work completed after October 15 <sup>th</sup>
			•	Verify "Line" placement is correct
			•	Signed and dated by the employee/candidate
13.	Sal	bbatic	al Leave Repo	orts (IF APPLICABLE)

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 5. FILE PREPARATION CHECKLIST: CAREER EQUITY REVIEW (CER)

\*NOTE-DOCUMENTS ARE LISTED IN ORDER OF INCLUSION FROM BEGINNING TO END

\*NOTE-CAREER EQUITY REVIEWS ARE NOT STAND-ALONE REVIEW ACTIONS, AND SHOULD BE ACCOMPANIED WITH AN APPROPRIATE PARALLELE REVIEW FILE

Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date  Career Equity  Must address candidate's overall record using criteria for the rank and step requested Provide thorough justification when recommending award of a bonus off-scale salary. Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step Justification for CER: 3 Possible Reasons Cumulative record warrants acceleration even though no one particular review period did Rank and step at time of initial appointment was inappropriately low Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication	1.	Rec	omm	endation Summary Form
"Present Status" and "Proposed Status" complete and consistent with department letter   Department vote results included and properly documented   • Votes should be for two parallel actions, for a regular action and one for a CER   Proper Department Chair signature approvals verified and documented   Proposed status for which approvals are being requested to include:   • Complete sabbatical and leave history should be listed for candidate's career   • Title, Rank, & Step   • Salary   • Effective Date   Career Equity   • Must address candidate's overall record using criteria for the rank and step requested   • Provide thorough justification when recommending award of a bonus off-scale salary.   • Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service   • Discussion of faculty vote on regular action and CER action (two votes required)   Requested rank and step   • Justification for CER: 3 Possible Reasons   • Cumulative record warrants acceleration even though no one particular review period did   • Rank and step at time of initial appointment was inappropriately low   Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies   Verify solicitation letter to External Candidates   Verify solicitation letter included confidentiality disclosure statement   Include a list of referees to whom each solicitation was sent or an indication				Verify the following:
Department vote results included and properly documented  • Votes should be for two parallel actions, for a regular action and one for a CER  Proper Department Chair signature approvals verified and documented  2. Departmental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:  • Complete sabbatical and leave history should be listed for candidate's career  • Title, Rank, & Step  • Salary  • Effective Date  Career Equity  • Must address candidate's overall record using criteria for the rank and step requested  • Provide thorough justification when recommending award of a bonus off-scale salary.  • Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  • Discussion of faculty vote on regular action and CER action (two votes required)  3. Candidate's Request for Career Equity Review  Requested rank and step  • Justification for CER: 3 Possible Reasons  • Cumulative record warrants acceleration even though no one particular review period did  • Rank and step at time of initial appointment was inappropriately low  • Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  • Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Reflects two parallel actions, one of which is a Career Equity Review (CER)</li> </ul>
Votes should be for two parallel actions, for a regular action and one for a CER   Proper Department Chair signature approvals verified and documented   Proposed status for which approvals are being requested to include:   Complete sabbatical and leave history should be listed for candidate's career		-		"Present Status" and "Proposed Status" complete and consistent with department letter
Proper Department Chair signature approvals verified and documented		_		Department vote results included and properly documented
2. Departmental Recommendation Letter & Points of Discussion    Proposed status for which approvals are being requested to include:   Complete sabbatical and leave history should be listed for candidate's career   Title, Rank, & Step   Salary   Effective Date    Career Equity   Must address candidate's overall record using criteria for the rank and step requested   Provide thorough justification when recommending award of a bonus off-scale salary.   Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service   Discussion of faculty vote on regular action and CER action (two votes required)  3.   Candidate's Request for Career Equity Review   Requested rank and step   Justification for CER: 3 Possible Reasons   Cumulative record warrants acceleration even though no one particular review period did   O Rank and step at time of initial appointment was inappropriately low o Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4.   Copy of Solicitation Letter to External Candidates   Verify solicitation letter included confidentiality disclosure statement   Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Votes should be for two parallel actions, for a regular action and one for a CER</li> </ul>
Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date  Career Equity  Must address candidate's overall record using criteria for the rank and step requested Provide thorough justification when recommending award of a bonus off-scale salary. Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step Justification for CER: 3 Possible Reasons Cumulative record warrants acceleration even though no one particular review period did Rank and step at time of initial appointment was inappropriately low Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication				Proper Department Chair signature approvals verified and documented
Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date  Career Equity  Must address candidate's overall record using criteria for the rank and step requested Provide thorough justification when recommending award of a bonus off-scale salary. Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step Justification for CER: 3 Possible Reasons Cumulative record warrants acceleration even though no one particular review period did Rank and step at time of initial appointment was inappropriately low Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication	2.	☐ Dep	artm	ental Recommendation Letter & Points of Discussion
Title, Rank, & Step Salary Effective Date  Career Equity  Must address candidate's overall record using criteria for the rank and step requested Provide thorough justification when recommending award of a bonus off-scale salary. Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step Justification for CER: 3 Possible Reasons Cumulative record warrants acceleration even though no one particular review period did Rank and step at time of initial appointment was inappropriately low Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication				Proposed status for which approvals are being requested to include:
Salary     Effective Date  Career Equity     Must address candidate's overall record using criteria for the rank and step requested     Provide thorough justification when recommending award of a bonus off-scale salary.     Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service     Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step     Justification for CER: 3 Possible Reasons     Cumulative record warrants acceleration even though no one particular review period did     Rank and step at time of initial appointment was inappropriately low     Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement     Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Complete sabbatical and leave history should be listed for candidate's career</li> </ul>
Career Equity  Must address candidate's overall record using criteria for the rank and step requested  Provide thorough justification when recommending award of a bonus off-scale salary.  Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step  Usutification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				Title, Rank, & Step
Career Equity  ■ Must address candidate's overall record using criteria for the rank and step requested  ■ Provide thorough justification when recommending award of a bonus off-scale salary.  ■ Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  ■ Discussion of faculty vote on regular action and CER action (two votes required)  3. □ Candidate's Request for Career Equity Review  □ Requested rank and step  ■ Justification for CER: 3 Possible Reasons  ○ Cumulative record warrants acceleration even though no one particular review period did  ○ Rank and step at time of initial appointment was inappropriately low  ○ Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. □ Copy of Solicitation Letter to External Candidates  □ Verify solicitation letter included confidentiality disclosure statement  ■ Include a list of referees to whom each solicitation was sent or an indication				Salary
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requested  Provide thorough justification when recommending award of a bonus off-scale salary.  Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step  Justification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication		-		Career Equity
Provide thorough justification when recommending award of a bonus off-scale salary.  Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step  Justification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Must address candidate's overall record using criteria for the rank and step</li> </ul>
salary.  • Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service  • Discussion of faculty vote on regular action and CER action (two votes required)  3.				requested
Evaluate the candidate's qualifications and effectiveness in the areas of research & creative activity, teaching activities and University and public service      Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step  Justification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Provide thorough justification when recommending award of a bonus off-scale</li> </ul>
research & creative activity, teaching activities and University and public service  • Discussion of faculty vote on regular action and CER action (two votes required)  3. Candidate's Request for Career Equity Review  Requested rank and step  • Justification for CER: 3 Possible Reasons  • Cumulative record warrants acceleration even though no one particular review period did  • Rank and step at time of initial appointment was inappropriately low  • Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  • Include a list of referees to whom each solicitation was sent or an indication				salary.
service  Discussion of faculty vote on regular action and CER action (two votes required)  Candidate's Request for Career Equity Review  Requested rank and step  Justification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Evaluate the candidate's qualifications and effectiveness in the areas of</li> </ul>
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3. Candidate's Request for Career Equity Review  Requested rank and step  • Justification for CER: 3 Possible Reasons  • Cumulative record warrants acceleration even though no one particular review period did  • Rank and step at time of initial appointment was inappropriately low  • Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  • Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Discussion of faculty vote on regular action and CER action (two votes</li> </ul>
Requested rank and step  Justification for CER: 3 Possible Reasons  Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low  Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				
Justification for CER: 3 Possible Reasons     Cumulative record warrants acceleration even though no one particular review period did     Rank and step at time of initial appointment was inappropriately low     Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement     Include a list of referees to whom each solicitation was sent or an indication	3.	☐ Can	didat	te's Request for Career Equity Review
Cumulative record warrants acceleration even though no one particular review period did  Rank and step at time of initial appointment was inappropriately low Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication				Requested rank and step
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O Rank and step at time of initial appointment was inappropriately low O Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				<ul> <li>Cumulative record warrants acceleration even though no one</li> </ul>
O Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				-
O Particular work and contributions have been overlooked or undervalued by the department and/or other reviewing bodies  4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				·
4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				
4. Copy of Solicitation Letter to External Candidates  Verify solicitation letter included confidentiality disclosure statement  Include a list of referees to whom each solicitation was sent or an indication				
<ul> <li>Verify solicitation letter included confidentiality disclosure statement</li> <li>Include a list of referees to whom each solicitation was sent or an indication</li> </ul>				<b>0</b>
<ul> <li>Verify solicitation letter included confidentiality disclosure statement</li> <li>Include a list of referees to whom each solicitation was sent or an indication</li> </ul>	4.	☐ Con	v of 9	Solicitation Letter to External Candidates
Include a list of referees to whom each solicitation was sent or an indication	••	556		
I I HIGH LIFE SAILLE RELIEF WAS SELLETO ALL FETERES				that the same letter was sent to all referees

11. Sabbatical Leave Reports (IF APPLICABLE)

5. FILE PREPARATION CHECKLIST: CAREER EQUITY REVIEW (CER) 5. Referee I.D. List Verify solicitation letter included confidentiality disclosure statement Include a list of referees to whom each solicitation was sent or an indication that the same letter was sent to all referees 6. External Referee Letters 3 External Letters (MINIMUM) Verify external referees are independent Verify the majority of external referees were selected by the department Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages) 7. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate Teaching Evaluations Undergraduate (CAPE Evaluations), including student comments Graduate, including student comments Memo explaining any missing evaluations 9. Copies of Publications Publications should be numbered to correspond with their entry on the Bibliography Verify consistency-numbered to correspond with Bibliography entry All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk If publications are submitted by way of an online hyperlink verify the links are functional 10. Academic Biography and Bibliography Packet Updated to reflect new work completed during the review period Do not include work completed after October 15<sup>th</sup> Verify "Line" placement is correct Signed and dated by the employee/candidate

Page 2 of 2

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 6. FILE PREPARATION CHECKLIST: ACADEMIC REVIEW DEFERRAL

1.	Dep	artm	ent Recommendation Letter
			Verify the following:
			<ul> <li>Endorses candidate's request provides justification for deferral</li> </ul>
			<ul> <li>Mentions whether request is for first or second deferral</li> </ul>
•	П <b>с</b>	.1: .1	to Demonstrate Defensed
Z.	Can	alaai	te Request For Deferral
			Memo detailing reasons for request
			Work in Progress
			<ul> <li>Leave/Sabbatical</li> </ul>
			<ul> <li>Other (Exceptions, Medical, Circumstances beyond Candidate's control, etc.)</li> </ul>

7. FILE PREPARATION CHECKLIST: NO CHANGE REQUEST

1.	Ше	COIIIII	endation Summary Form
			Verify form is complete and consistent with department letter
2.		Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			<ul> <li>Complete sabbatical and leave history should be listed for candidate's career</li> </ul>
			Accelerated merit advancements should be annotated with an asterisk
_			
3.	()+	t_Scale	
_	□ 0.	1-Scale	e Salary Slip (OPTIONAL)
4.			
			e Salary Slip (OPTIONAL)  nental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:
			ental Recommendation Letter & Points of Discussion
			nental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:
			pental Recommendation Letter & Points of Discussion  Proposed status for which approvals are being requested to include:  • Complete sabbatical and leave history should be listed for candidate's career
			Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step
			Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career  Title, Rank, & Step  Salary
			Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date
			Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career  Title, Rank, & Step  Salary Effective Date  Provide department standard for normal merit advancement
			Proposed status for which approvals are being requested to include:  Complete sabbatical and leave history should be listed for candidate's career Title, Rank, & Step Salary Effective Date  Provide department standard for normal merit advancement Discuss specific plans for next advancement
			Proposed status for which approvals are being requested to include:
			Proposed status for which approvals are being requested to include:

7. FILE PREI	PAR <u>ATIO</u>	N CHECKLIST: NO CHANGE REQUEST
		Evaluate the candidate's qualifications and effectiveness in the areas of research & creative
		activity, teaching activities, and University and public service
		Research & Creative Activities
		<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
		conducted during candidate's career and its impact his/her respective
		field
		<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
		<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
		acceptance/rejection
		<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
		other creative activities
		<ul><li>Indicate the candidate's grant-related roles</li></ul>
		Teaching Activities
		o Discuss teaching effectiveness
		<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
		performance improvement plans
		<ul> <li>Compare candidate's teaching load to normal departmental teaching</li> </ul>
		load
		Service
		<ul> <li>Describe candidate's professional achievements</li> </ul>
		<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
		contributions
5	Certifica	T
		Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
		Letter
6	Certifica	·
		Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
		hoc/division and external referee letters
7. 📙	Departm	nental Ad Hoc Report (WHERE APPLICABLE)
		Signed by all committee members
• □		
8.	Candida	te's Self Evaluation (OPTIONAL)
<b>0</b> □	C 1	and 8 Student Direction forms (Consul Consul) on Tooking Overtification Forms (Hoolth
9		oad & Student Direction form (General Campus) or Teaching Quantification Form (Health
	Sciences	s) signed by the candidate
10 🗆	Toachin	g Evaluations
10.	reacting	
		Undergraduate (CAPE Evaluations), including student comments  Craduate including student comments
		Graduate, including student comments
		Memo explaining any missing evaluations

# 7. FILE PREPARATION CHECKLIST: NO CHANGE REQUEST 11. Copies of Publications Publications should be numbered to correspond with their entry on the Bibliography Verify consistency-numbered to correspond with Bibliography entry All new items in Section A of the bibliography should be submitted and the corresponding citation on the Bibliography marked with an asterisk If career review, all significant career pubs should be submitted and the corresponding citation on the Bibliography marked with an asterisk If publications are submitted by way of an online hyperlink verify the links are functional 12. Academic Biography and Bibliography Packet Updated to reflect new work completed during the review period Do not include work completed after October 15<sup>th</sup> Verify "Line" placement is correct Signed and dated by the employee/candidate 13. Sabbatical Leave Reports (IF APPLICABLE)

1.		comm	nendation Summary Form
			Verify the following:
			"Merit" checked
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
	_		
2.	<u></u> ∪ ∪C	Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
		Ш	Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
<ol> <li>4.</li> </ol>	_		e Salary Calculation Slip (OPTIONAL) nental Recommendation Letter & Points of Discussion
			Proposed status for which approvals are being requested to include:
			Proposed status for which approvals are being requested to include:  • Title, Rank, & Step
			Title, Rank, & Step
			<ul><li>Title, Rank, &amp; Step</li><li>Salary</li></ul>
			<ul><li>Title, Rank, &amp; Step</li><li>Salary</li><li>Effective Date</li></ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> <li>Note conflicts of interest in the file.</li> <li>Ensure the file writer has not collaborated with the candidate in the past 5</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> <li>Note conflicts of interest in the file.</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.</li> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> <li>Note conflicts of interest in the file.</li> <li>Ensure the file writer has not collaborated with the candidate in the past 5 years.</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> </ul> </li> <li>Note conflicts of interest in the file.         <ul> <li>Ensure the file writer has not collaborated with the candidate in the past 5 years.</li> </ul> </li> <li>Department consultation and vote results</li> </ul>
			<ul> <li>Title, Rank, &amp; Step</li> <li>Salary</li> <li>Effective Date</li> <li>Provide department standard for normal merit advancement</li> <li>Provide thorough justification when recommending award of a bonus off-scale salary.         <ul> <li>Internationally recognized and acclaimed research</li> <li>Discussion of candidate's standing in his/her field to include international reputation</li> <li>Excellent teaching performance and service</li> <li>Demonstration of additional merit and distinction</li> </ul> </li> <li>Note conflicts of interest in the file.         <ul> <li>Ensure the file writer has not collaborated with the candidate in the past 5 years.</li> </ul> </li> <li>Department consultation and vote results         <ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul> </li> </ul>

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 8. FILE PREPARATION CHECKLIST: NORMAL MERIT

			Evaluate the candidate's qualifications and effectiveness in the areas of research & creative
			activity, teaching activities, and University and public service.
			Research & Creative Activities
			Describe and evaluate the research and other creative activity
			conducted during candidate's career and its impact his/her respective
			field
			<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
			<ul> <li>Indicate whether journals are refereed and their rate of acceptance/rejection</li> </ul>
			Discuss candidate's success in obtaining funding for research and     other creative activities
			■ Indicate the candidate's grant-related roles
			Teaching Activities
			Discuss teaching effectiveness
			<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
			performance improvement plans
			<ul> <li>Compare candidate's teaching load to normal departmental teaching load</li> </ul>
			Service
			<ul> <li>Describe candidate's professional achievements</li> </ul>
			<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
			contributions
	_		
5.	Ce	rtifica	tion B
		Ш	Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation Letter
	_		
6.	Ce	rtifica	tion A
		Ш	Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
			hoc/division and external referee letters
7.			contol Ad Llos Donort (MILEDE ADDLICADIE)
<b>/</b> .	De	partii	nental Ad Hoc Report (WHERE APPLICABLE) Signed by all committee members
		ш	Signed by an committee members
8.	☐ Car	ndida	te's Self Evaluation (OPTIONAL)
٠.			.c o oon
9.	Со	urse l	oad & Student Direction form (General Campus) or Teaching Quantification Form (Health
			s) signed by the candidate
10.	Пте	aching	g Evaluations
			Undergraduate (CAPE Evaluations), including student comments
			Graduate, including student comments
			Memo explaining any missing evaluations

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 8. FILE PREPARATION CHECKLIST: NORMAL MERIT

L	Publications should be numbered to correspond with their entry on the Bibliography
	Verify consistency
	<ul> <li>All new items in Section A of the Biography and Bibliography form should be submitted and the corresponding citation on the Bibliography marked with an asterisk</li> </ul>
	<ul> <li>All significant career publications should be submitted and the corresponding citation of the Biography and Bibliography form marked with an asterisk</li> </ul>
	<ul> <li>If publications are submitted by way of an online hyperlink verify the links are functional</li> </ul>
2. $\square$ Acade	mic Biography and Bibliography Packet
_	I Indicted to reflect now work completed during the review period
	<ul> <li>Updated to reflect new work completed during the review period</li> </ul>
	Do not include work completed after October 15 <sup>th</sup>

# UC SAN DIEGO-ACADEMIC PERSONNEL SERIVCE 9. FILE PREPARATION CHECKLIST: PROMOTION TO ASSOCIATE RANK

1.	Re	comm	nendation Summary Form
			Verify the following:
			"Promotion" box is checked
			<ul> <li>Indicate whether it's a Normal or Accelerated Promotion"</li> </ul>
			<ul> <li>If Promotion is "Accelerated" specify number of acceleration years</li> </ul>
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.		Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
3. 4.			e Salary Calculation Slip (OPTIONAL) nental Recommendation Letter & Points of Discussion
		П	Proposed action-clarify if an accelerated promotion, or, a promotion with an accelerated
			merit.
			Title, Rank, & Step
			Salary
			Effective Date
			Include department standard for promotion to tenure
		而	Provide thorough justification when recommending award for a bonus off-scale salary.
			Department consultation and vote results
			<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
			Verify the vote complies with policy
			o PPM 230-28 and Academic Senate Bylaw 55
			Note conflicts of interest in the file.
			Ensure the file writer has not collaborated with the candidate in the past 5
			years.

#### 9. FILE PREPARATION CHECKLIST: PROMOTION TO ASSOCIATE RANK

			Evaluate the candidat	e's qualifications and effectiveness in the following areas:
			<ul> <li>Research</li> </ul>	n & Creative Activities
			0	Describe and evaluate the research and other creative activity
				conducted during candidate's career and its impact his/her respective
				field
			0	Indicate journal and conference proceeding standings
				<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
				acceptance/rejection
			0	Discuss candidate's success in obtaining funding for research and
				other creative activities
				<ul> <li>Indicate the candidate's grant-related roles</li> </ul>
			<ul> <li>Teaching</li> </ul>	g Activities
			0	Discuss teaching effectiveness
			0	Discuss any problems in the area of teaching, and specify
				performance improvement plans
			0	Compare candidate's teaching load to normal departmental teaching load
			<ul> <li>Service</li> </ul>	
			0	Describe candidate's professional achievements
			0	Describe the nature and quality of the candidate's service
				contributions
	_			
5.	Certi	ficat	tion B	
	[		Signed and dated by t	he employee <i>AFTER</i> he/she reviews the Department Recommendation
			Letter	
6.	☐ Certi	ficat	ion A	
•				he employee <b>AFTER</b> he/she reviews redacted department ad
		_	hoc/division and exter	• • • • • • • • • • • • • • • • • • • •
			,	
7.	□ Depa	rtm	ental Ad Hoc Report (\	WHERE APPLICABLE)
	— <u>і</u>		Signed by all committe	
			<u>-</u>	
8.	☐ Cand	lidat	e's Self Evaluation (OP	TIONAL)
9.	□ Сору	of S	Solicitation Letter to Ex	ternal Candidates
			Verify solicitation lette	er included confidentiality disclosure statement
			<ul> <li>Include a</li> </ul>	a list of referees to whom each solicitation was sent or an indication
			that the	same letter was sent to all referees
		,		
10.	Refe	ree	.D. List	

#### 9. FILE PREPARATION CHECKLIST: PROMOTION TO ASSOCIATE RANK

11.	Externa	l Referee Letters
		5 External Letters (MINIMUM)
		<ul> <li>Verify external referees are independent</li> </ul>
		<ul> <li>Verify the majority of external referees were selected by the department</li> </ul>
		Code letters in correspondence with the Referee I.D. List (e.g. the letter from
		Referee A on the list should have the corresponding letter "A" in the upper
		right hand corner of <b>ALL</b> pages)
12.		load & Student Direction form (General Campus) or Teaching Quantification Form (Health
	Science	es) signed by the candidate
12	☐ Tooghin	or Evaluations
13.	reachin	g Evaluations
		Undergraduate (CAPE Evaluations), including student comments     Craduate including student comments
		Graduate, including student comments  Marca combining and missing conductions
		Memo explaining any missing evaluations
14.	Copies	of Publications
		Publications should be numbered to correspond with their entry on the Bibliography
		Verify consistency
		All new items in Section A of the Biography and Bibliography form should be
		submitted and the corresponding citation on the Bibliography marked with an
		asterisk
		All significant career publications should be submitted and the corresponding
		citation of the Biography and Bibliography form marked with an asterisk
		If publications are submitted by way of an online hyperlink verify the links are
		functional
	_	
15.	Acaden	nic Biography and Bibliography Packet
		<ul> <li>Updated to reflect new work completed during the review period</li> </ul>
		<ul> <li>Do not include work completed after October 15<sup>th</sup></li> </ul>
		<ul> <li>Verify "Line" placement is correct</li> </ul>
		Signed and dated by the employee/candidate
16.	Sabbati	cal Leave Reports (IF APPLICABLE)

1.	Red	comm	nendation Summary Form
			Verify the following:
			"Promotion" box is checked
			<ul> <li>Indicate whether it's a Normal or Accelerated Promotion"</li> </ul>
			<ul> <li>If Promotion is "Accelerated" specify number of acceleration years</li> </ul>
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.	☐ UC	Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			<ul> <li>Periods without pay during the review period including dates</li> </ul>
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
	•		
3.	Off	-Scale	e Salary Calculation Slip (OPTIONAL)
	_		
4.	De	partm	nental Recommendation Letter & Points of Discussion
			Proposed action-clarify if an accelerated promotion, or, a promotion with an accelerated
			merit.
			Title, Rank, & Step
			Salary
			Effective Date
			Include department standards for promotion to full rank
			Provide thorough justification when recommending award of a bonus off-scale salary.
			Department consultation and vote results
			<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
			Verify the vote complies with policy
			o PPM 230-28 and Academic Senate Bylaw 55
			Note conflicts of interest in the file.
			Ensure the file writer has not collaborated with the candidate in the past 5
			years.

### 10. FILE PREPARATION CHECKLIST: PROMOTION TO FULL RANK

		Evaluate the candidate's qualifications and effectiveness in the following areas:
		Research & Creative Activities
		<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
		conducted during candidate's career and its impact his/her respective
		field
		<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
		<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
		acceptance/rejection
		<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
		other creative activities
		<ul><li>Indicate the candidate's grant-related roles</li></ul>
		Teaching Activities
		<ul> <li>Discuss teaching effectiveness</li> </ul>
		<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
		performance improvement plans
		<ul> <li>Compare candidate's teaching load to normal departmental teaching</li> </ul>
		load
		Service
		<ul> <li>Describe candidate's professional achievements</li> </ul>
		<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
		contributions
5.	Certifica	·
		Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
		Letter
_		
6.	Certifica	
		Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
		hoc/division and external referee letters
7.	□ Donortn	contol Ad Has Panart (MUEDE ADDITIONES)
<b>/</b> .	Departii	nental Ad Hoc Report (WHERE APPLICABLE)  Signed by all committee members
		Signed by an committee members
8.	☐ Candida	te's Self Evaluation (OPTIONAL)
ο.	Callulua	te s seil Evaluation (OPTIONAL)
9.	☐ Conv of	Solicitation Letter to External Candidates
٠.		Verify solicitation letter included confidentiality disclosure statement
		Include a list of referees to whom each solicitation was sent or an indication
		that the same letter was sent to all referees
	<u> </u>	state the same feeter was selle to uniferences

10. FILE PREPARATION CHECKLIST: PROMOTION TO FULL RANK

16. Sabbatical Leave Reports (IF APPLICABLE)

10. Referee I.D. List 11. External Referee Letters 3 External Letters (MINIMUM) Verify external referees are independent Verify the majority of external referees were selected by the department Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on the list should have the corresponding letter "A" in the upper right hand corner of ALL pages) 12. Course load & Student Direction form (General Campus) or Teaching Quantification Form (Health Sciences) signed by the candidate 13. Teaching Evaluations Undergraduate (CAPE Evaluations), including student comments Graduate, including student comments Memo explaining any missing evaluations 14. Copies of Publications Publications should be numbered to correspond with their entry on the Bibliography Verify consistency All new items in Section A of the Biography and Bibliography form should be submitted and the corresponding citation on the Bibliography marked with an asterisk All significant career publications should be submitted and the corresponding citation of the Biography and Bibliography form marked with an asterisk If publications are submitted by way of an online hyperlink verify the links are functional 15. Academic Biography and Bibliography Packet Updated to reflect new work completed during the review period Do not include work completed after October 15<sup>th</sup> Verify "Line" placement is correct Signed and dated by the employee/candidate

#### 11. FILE PREPARATION CHECKLIST: RETENTION & PRE-EMPTIVE RETENTION

\*NOTE-DOCUMENTS ARE LISTED IN ORDER OF INCLUSION FROM BEGINNING TO END

\*NOTE-CONTACT YOUR DEAN'S OFFICE AND APS IMMEDIATELY TO ENSURE THE DEAN HAS DISCUSSED THE CASE WITH THE EVC PRIOR TO THE FILE SUBMISSION AND THAT THE EVC HAS PRE-APPROVED THE PROPOSAL

1. Recommendation Summary Form Verify form is complete and consistent with department letter 2. UC Academic Employment History Appointment history listed and includes the following: Appointment Period (Dates) Title and Step **Percent Time** Department Leave and Sabbatical history listed and includes the following: Periods without pay during the review period including dates Complete sabbatical and leave history should be listed for candidate's career Accelerated merit advancements should be annotated with an asterisk 3. Off- Scale Salary Calculation Slip (OPTIONAL) 4. Departmental Recommendation Letter & Points of Discussion Proposed action-clarify if an accelerated promotion, or, a promotion with an accelerated merit. Title, Rank, & Step Salary **Effective Date** Discuss importance of retaining candidate, effect of loss on the department Discuss how the outside institution compares to UCSD Provide thorough justification when recommending the award of, or increase to, a market off-scale salary Note conflicts of interest in the file. Ensure the file writer has not collaborated with the candidate in the past 5 years.

#### 11. FILE PREPARATION CHECKLIST: RETENTION & PRE-EMPTIVE RETENTION

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## 11. FILE PREPARATION CHECKLIST: RETENTION & PRE-EMPTIVE RETENTION

	*REQUIRED IF RENTETION/PRE-EMPTIVE RETENTION COUPLED WITH A REVIEW ACTION
	*OPTIONAL FOR REVIEWED CONSISTING OF A MARKET OFF-SCALE SALARY ONLY
Teachi	ng Evaluations
	*REQUIRED IF RENTETION/PRE-EMPTIVE RETENTION COUPLED WITH A REVIEW ACTION
	*OPTIONAL FOR REVIEWED CONSISTING OF A MARKET OFF-SCALE SALARY ONLY
	Undergraduate (CAPE Evaluations), including student comments
	Graduate, including student comments
	Memo explaining any missing evaluations
Copies	of Publications
	*REQUIRED IF RENTETION/PRE-EMPTIVE RETENTION COUPLED WITH A REVIEW ACTION
	*OPTIONAL FOR REVIEWED CONSISTING OF A MARKET OFF-SCALE SALARY ONLY
	Publications should be numbered to correspond with their entry on the
	Bibliography
	Verify consistency
	All new items in Section A of the Biography and Bibliography form should be
	submitted and the corresponding citation on the Bibliography marked with a asterisk
	All significant career publications should be submitted and the corresponding
	citation of the Biography and Bibliography form marked with an asterisk
	If publications are submitted by way of an online hyperlink verify the links are
	functional
<u> </u>	
Acader	nic Biography and Bibliography Packet
	Updated to reflect new work completed during the review period
	Do not include work completed after October 15 <sup>th</sup>
	Verify "Line" placement is correct
	Signed and dated by the employee/candidate

### 12. FILE PREPARATION CHECKLIST: MERIT ADVANCEMENT TO/THROUGH STEP VI

1.	Re	comm	nendation Summary Form
			Verify the following:
			<ul> <li>"Advancement to/through Step VI" box is checked</li> </ul>
			<ul> <li>Indicate whether it's a Normal or Accelerated Advancement"</li> </ul>
			<ul> <li>If Advancement is "Accelerated," specify number of acceleration</li> </ul>
			years
			"Present Status" and "Proposed Status" complete and consistent with department letter
			Department vote results included and properly documented
			Proper Department Chair signature approvals verified and documented
2.		Acad	emic Employment History
			Appointment history listed and includes the following:
			Appointment Period (Dates)
			Title and Step
			Percent Time
			Department
			Leave and Sabbatical history listed and includes the following:
			Periods without pay during the review period including dates
			Complete sabbatical and leave history should be listed for candidate's career
			Accelerated merit advancements should be annotated with an asterisk
3.	Of	f-Scale	e Salary Calculation Slip (OPTIONAL)
4.	☐ De	partm	nental Recommendation Letter & Points of Discussion
			State the proposed:
			Title, Rank, & Step
			Salary
			Effective Date
			Include department standards for merit advancement to Step V
		Ħ	Step VI
			Evidence of:
			<ul> <li>Highly distinguished scholarship</li> </ul>
			Excellent University teaching
			Highly meritorious service
			Provide thorough justification when recommending award of a bonus off-scale salary.
		H	Department consultation and vote results
			<ul> <li>Include an explanation for negative votes, abstentions, and absences.</li> </ul>
			Verify the vote complies with policy
			o PPM 230-28 and Academic Senate Bylaw 55
		$\vdash$	Note conflicts of interest in the file.
			Ensure the file writer has not collaborated with the candidate in the past 5  Wars  Wars  The past 5  Wars  The past 5  T
		1	years.

### 12. FILE PREPARATION CHECKLIST: MERIT ADVANCEMENT TO/THROUGH STEP VI

	Г	_	
			Evaluate the candidate's qualifications and effectiveness in the following areas:
			Research & Creative Activities
			<ul> <li>Describe and evaluate the research and other creative activity</li> </ul>
			conducted during candidate's career and its impact his/her respective
			field
			<ul> <li>Indicate journal and conference proceeding standings</li> </ul>
			<ul> <li>Indicate whether journals are refereed and their rate of</li> </ul>
			acceptance/rejection
			<ul> <li>Discuss candidate's success in obtaining funding for research and</li> </ul>
			other creative activities
			Indicate the candidate's grant-related roles
			Teaching Activities
			<ul> <li>Discuss teaching effectiveness</li> </ul>
			<ul> <li>Discuss any problems in the area of teaching, and specify</li> </ul>
			performance improvement plans
			<ul> <li>Compare candidate's teaching load to normal departmental teaching</li> </ul>
			load
			Service
			Describe candidate's professional achievements
			<ul> <li>Describe the nature and quality of the candidate's service</li> </ul>
			contributions
5.	Certif	ficat	ion B
			Signed and dated by the employee <b>AFTER</b> he/she reviews the Department Recommendation
			Letter
6.	Certif	ficat	ion A
			Signed and dated by the employee <b>AFTER</b> he/she reviews redacted department ad
			hoc/division and external referee letters
7.	□ Depa	rtm	ental Ad Hoc Report (WHERE APPLICABLE)
			Signed by all committee members
8.	☐ Cand	idat	e's Self Evaluation (OPTIONAL)
9.	□ Сору	of S	Solicitation Letter to External Candidates (OPTIONAL)
			Verify solicitation letter included confidentiality disclosure statement
			Include a list of referees to whom each solicitation was sent or an indication
			that the same letter was sent to all referees
	<u> </u>		

16. 
Sabbatical Leave Reports (IF APPLICABLE)

12. FILE PREPARATION CHECKLIST: MERIT ADVANCEMENT TO/THROUGH STEP VI

10.	Referee I.D. List (OPTIONAL)
11.	External Referee Letters (OPTIONAL)
	Code letters in correspondence with the Referee I.D. List (e.g. the letter from Referee A on
	the list should have the corresponding letter "A" in the upper right hand corner of <b>ALL</b>
	pages)
12.	
	Sciences) signed by the candidate
13.	Teaching Evaluations
	Undergraduate (CAPE Evaluations), including student comments
	Graduate, including student comments
	Memo explaining any missing evaluations
14.	Copies of Publications
	Publications should be numbered to correspond with their entry on the Bibliography
	Verify consistency
	All new items in Section A of the Biography and Bibliography form should be
	submitted and the corresponding citation on the Bibliography marked with an
	asterisk
	All significant career publications should be submitted and the corresponding
	citation of the Biography and Bibliography form marked with an asterisk
	<ul> <li>If publications are submitted by way of an online hyperlink verify the links are functional</li> </ul>
	Turictional
15.	Academic Biography and Bibliography Packet
	Updated to reflect new work completed during the review period
	Do not include work completed after October 15 <sup>th</sup>
	Verify "Line" placement is correct
	Signed and dated by the employee/candidate
	<u> </u>

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