Departmental Checklist for Initial and Continuing Appointment/Merit Review Files

This checklist is to outline the documents required for Initial Continuing Appointments and Merit Review files for Continuing Appointees in Unit 18 (NSF).

Department will submit the following file documents _in this order_ to the cognizant dean's office:

___ Summary Form: Verify Information is complete and accurate, and consistent with the Academic Biography and Bibliography packet and the departmental recommendation letter.
- Ensure accuracy of Unit 18 quarter count within the department. [Initial Continuing appointment shall commence at the start of the 19th quarter (see Article 7b.A8)]
- Courseload value greater or less than 1.0 (not including first-time teaching or high enrollment): Verify instructional workload value for course has been approved by the dean. (see Article 24)

___ UC Academic Employment History

___ Departmental recommendation letter, which will include a discussion of:
- Departmental Vote (Initial Continuing Appointment only)
- Explain negative votes, abstentions and absences
- Instructional Need (Initial Continuing Appointment only)
- Teaching responsibilities/assignment
- Instructional workload calculation/ average percent of base appointment
- Salary/Merit Increase (normal merit is 6%)
- Excellence Review Committee membership, recommendation/findings
- Evaluation of teaching excellence, effectiveness and pedagogy
- Analysis of student evaluations as well as other types of evaluations where appropriate, which may include classroom visitations, extramural letters, unsolicited evaluations

___ Certifications A & B (C if applicable) – Verify dates, refer to process handout for appropriate timing of signatures
   http://aps.ucsd.edu/_files/proc-manual/file-prep-worksheet-reviews.pdf

___ Excellence Review Committee Report:
Review NSF's teaching record and performance and the criteria used in assessing candidate, and provide an in-depth evaluation and recommendation to the department chair/program director (Committee will be composed of academic appointees from the department/program with sufficient knowledge of the NSF's field of expertise. Reasonable efforts shall be made to ensure that a qualified NSF will participate on the review committee and that no individual shall be required to serve on the committee. If not possible explain in the report.)

___ Candidate's Self Evaluation (optional)

___ Solicitation Letter (optional)

___ Referee ID list (optional)   ___ Referee Letter(s) (optional)

___ Courseload and Student Direction Form (signed by candidate)
   For Initial Continuing Appointments: List all courses taught since first employment
   For Merit Review files: List all courses taught since last merit review

___ Teaching Evaluations (<u>DO NOT SUBMIT RAW DATA: MUST BE SUMMARIZED</u>)
   For Initial Continuing Appointments: All teaching evaluations since first employment in that department/program
   For Merit Review files: Teaching evaluations since last merit review in that department/program

___ Example of Syllabus for each course taught in that department/program

___ Other supporting documentation of teaching effectiveness provided by candidate (optional)

___ Academic Biography/Bibliography packet signed by candidate (be sure current format is being used)

___ Evidence of an approved search report or waiver.

Note: Initial Continuing Appt file documents require campus review and Merit files are dean authority and are submitted electronically or through Interfolio to the dean's office.