

Departmental Checklist for Pre-Six NSF Appointment Files

This checklist is to outline the documents required for Unit 18 Pre-Six NSF Appointments.

Department will submit the following file documents in this order to the cognizant dean's office:

- ____ Temporary Summary Form: Verify information is complete and accurate, and consistent with the Academic Biography Bibliography packet and the departmental recommendation letter. (be sure current version is being used)
 - Ensure accuracy of Unit 18 quarter count within the department.
[Quarters accrued in another department are counted separately including Summer Session (see Article 23 A.3 & A.7)]
 - Ensure salary/merit increase is recorded (if applicable)
 - Courseload value greater or lesser than 1.0 (not including variance for 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: (Verify concurrent appointment, if applicable)
- ____ Departmental recommendation letter, which will include a discussion of:
 - Instructional Need (replace faculty on leave, unexpected enrollment, infuse new pedagogy, etc.)
 - Teaching responsibilities/assignment
 - Qualifications of candidate, including education, training in the field, previous experience, other skills (if applicable).
 - Salary/Merit Increase (if applicable)
 - Percentage of appointment
 - Evaluation of teaching ability/effectiveness
 - Analysis of student evaluations as well as other types of evaluations where appropriate, classroom visitations, extramural letters, unsolicited evaluations, etc. Professional activity and community service (if applicable)
- ____ Certifications A & B: Applicable only to current UC employees. Verify dates, refer to process handout for appropriate timing of signatures. <http://aps.ucsd.edu/files/proc-manual/file-prep-worksheet-reviews.pdf>
- ____ Candidate's Self Evaluation (optional)
- ____ Solicitation Letter (optional)
- ____ Referee ID list (optional)
- ____ Supporting recommendation letter(s) (Required if no teaching evaluations are available).
- ____ Courseload and Student Direction Form (optional for pre-six lecturers)
- ____ Teaching Evaluations (summarized)
- ____ Candidate's syllabus (optional for pre-six lecturers)
- ____ 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: Review file documents are submitted electronically or through Interfolio to the dean's office.