

WORKSHEET FOR DEPARTMENTAL USE IN PREPARING ACADEMIC APPOINTMENT FILES

Below is a checklist of documents that must be included in or accompany the appointment file once a candidate is selected for appointment. If a required item cannot be submitted, this should be explained in the departmental recommendation letter. For more detailed information, please see "Instructions for Preparation and Submission of Academic Appointment Files."

ITEMS INCLUDED IN FILE:

These items should appear in the file in the following order and should be clipped together in the upper left-hand corner.

1. _____ UCSD Summary of Appointment Recommendation or Academic Appointment Summary Form for Temporary Employees: Information should be complete and consistent with the Academic Biography and Bibliography packet and the departmental recommendation letter. Calculate the years of service toward the eight-year limit in the proposed title, if necessary, and indicate on form.
2. _____ UC Academic Employment History (required only if candidate has ever been a UC academic employee).
3. _____ Departmental recommendation letter.
4. _____ Department chair's personal assessment (if any).
5. _____ Certification B, if candidate is currently a UC academic employee (signed and dated after the appointee has been informed of the departmental recommendation).
6. _____ Certification A, if candidate is currently a UC academic employee (signed and dated after file is complete and before departmental review of the file).
7. _____ Departmental search committee and/or ad hoc committee report, if applicable: Departmental search committee members should be listed on the committee report; if a written report is not provided, a list of committee members should be included as an addendum to the Referee I.D. list. If an ad hoc committee advises the department, a signed copy of its report, with full membership indicated at the end of the report, must be included in the file.
8. _____ Candidate's personal statement (if any).
9. _____ Copy of solicitation letter(s) to external referees: If there is more than one version, include a copy of each version, annotated with the names of the referees to whom it was sent.
10. _____ Identification and Qualifications of External Referees form (also known as the Referee I.D. form): This information should not appear in the departmental ad hoc report or the departmental recommendation letter. In these documents, referees should be referred to only by code (Referee A, Referee B, etc.).
11. _____ External referee letters: Ensure that the required number is included. (3 for Assistant rank or Lecturer with Potential Security of Employment; 5 for Associate or Full rank or Senior Lecturer with Potential Security of Employment, Lecturer with Security of Employment, or Senior Lecturer with Security of Employment; 1 for Temporary appointments; and 3 for Academic Administrator or Academic Coordinator.)
12. _____ Teaching evaluations (if applicable): If the candidate is proposed for an instructional title and held a professorial or other instructional appointment at another academic institution, include teaching evaluations from that institution.
13. _____ Level of Administrative Responsibility (LAR) form (used only for Academic Administrators and Academic Coordinators).

14. _____ UCSD Academic Biography and Bibliography packet: The Biography portion of the packet must be filled out, but a CV with an annotated publication list may be submitted in lieu of a UCSD review-format bibliography (for appointment files only, not future review files). The pages of the packet or the CV and publication list should be stapled together and placed in the file behind items 1 – 12.

ITEMS THAT ACCOMPANY FILE:

- _____ Approved Recruitment Selection Report and Compliance Report or waiver request: These documents accompany the file but should not be included in the file itself. For further information, see “A Guide to Conducting an Open Recruitment and Preparing the Related Reporting Forms.”
- _____ Publications: Include most significant publications. Work in manuscript form that has been accepted for publication may be included.