

(Version 6-07)

NAME \_\_\_\_\_

**CHECKLIST FOR APPOINTMENT:** For Academic Senate series

Schools complete the review file and gather all other required materials. The School provides one original, 10 copies and an electronic version of the review file to the Academic Personnel Office in the order below.

- \_\_\_ Affirmative Action Summary signed by Search Chair, APC and Dean (submitted as “One of a Kind”)
- \_\_\_ Table of Contents with number/total (i.e.1 of 10, 2 of 10, etc.) and set of 10 labels with Candidate’s name
- \_\_\_ Dean’s Recommendation Letter
- \_\_\_ Salary Justification Letter (if needed)
- \_\_\_ The Academic Personnel Chair’s Transmittal Letter that contains the report of faculty discussion and vote, along with the recommended effective date, rank and step
- \_\_\_ The Search Committee’s Case Analysis that includes a complete analysis of the candidate’s qualifications and an analysis of the extramural letters

For Extramural Letters, please provide the following:

- \_\_\_ “List of Candidate Suggested Reviewers” including academic title, current institution and expertise of each referee. The List contains three columns: (1) Name, Academic Title and Current Institution, (2) Description of Expertise and Qualifications and (3) Response (states if a reference letter was received or referee’s inability to assist, out of the area, etc.)
- \_\_\_ Sample of solicitation letter with “Sample” watermark and UC’s “Confidentiality Statement” attached
- \_\_\_ Candidate Suggested Extramural Letters

For Associate or Full Professors only:

- \_\_\_ “List of School Suggested Reviewers” including academic title, current institution and expertise of each referee. The List contains three columns: (1) Name, Academic Title and Current Institution, (2) Description of Expertise and Qualifications and (3) Response (states if a reference letter was received or referee’s inability to assist, out of the area, etc.)
- \_\_\_ Sample of solicitation letter with “Sample” watermark and UC’s “Confidentiality Statement” attached
- \_\_\_ School Suggested Extramural Letters
- \_\_\_ Candidate’s Cover Letter
- \_\_\_ Candidate’s Research Statement
- \_\_\_ Candidate’s Teaching Statement

**(Version 6-07)****NAME** \_\_\_\_\_**CHECKLIST FOR APPOINTMENT (Con't)**

- \_\_\_ Curriculum Vitae
  
- \_\_\_ Teaching Evaluations- For UCM evaluations, please submit the originals as "One of a Kind" materials. Copies acceptable for all other institutions. If no teaching evaluations available, additional evidence is required.
  
- \_\_\_ Additional materials submitted: Describe each additional item submitted in Table of Contents
  
- \_\_\_ Most recent copies of publications that are available (at least 5). Identify each enclosed publication with the corresponding number on the list in the CV. Books and other large publications can be submitted as "One of a Kind" materials. Electronic versions are encouraged.