

**Candidate:** \_\_\_\_\_

**Action:** \_\_\_\_\_ **School:** \_\_\_\_\_

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

Schools complete the review file and gather all other required materials. The School provides 1 original, 10 copies and an electronic version of the review file to the Academic Personnel Office in the order below.

\_\_\_ Procedural Safeguard Statement signed and dated by the candidate and Academic Personnel Chair; submit original only.

**Review file materials to be organized in this order:**

\_\_\_ Table of Content (cover sheet) with number/total, i.e.: 1 of 10, 2 of 10, etc. Please provide a set of ten labels with the candidate's name, type of action and name of school.

\_\_\_ Dean's Recommendation Letter, salary justification and Dean's Confidential Letter (if applicable.)

\_\_\_ The Academic Personnel Chair's Transmittal Letter that contains the report of faculty discussion and vote, along with recommended effective date, rank and step.

\_\_\_ The Case Analysis that includes a complete analysis and evaluation of the candidate's qualifications for the proposed action. Includes analysis of the extramural letters.

If extramural letters were solicited, please provide the following (See Matrix 1 to determine if applicable):

\_\_\_ List of "Candidate Suggested Reviewers" including academic title at current institution and expertise of each referee. The List should consist of three columns: (1) Name, Academic title and current institution; (2) Description of expertise and qualifications and relationship to candidate; and (3) Response (states if a reference letter was received or referees inability to assist, out of the area, etc.)

\_\_\_ Sample of solicitation letter with "Sample" watermark and UC's "Confidentiality Statement" attached.

\_\_\_ Extramural letters.

\_\_\_ List of "School Suggested Reviewers" including academic title at current institution and expertise of each referee. The List should consist of three columns: (1) Name, Academic title and current institution; (2) Description of expertise and qualifications and relationship to candidate if any; and (3) Response (states if a reference letter was received or referees inability to assist, out of the area, etc.)

\_\_\_ Sample of solicitation letter with "Sample" watermark and UC's "Confidentiality Statement" attached.

\_\_\_ Extramural letters.

- \_\_\_ Faculty Self Statement.
- \_\_\_ Annual Bio-Bibliography form/s.
- \_\_\_ Updated CV
- \_\_\_ Evidence of teaching competence (for UCM evaluations, please submit the originals as "one of a kind" materials. Copies acceptable for all other institutions.
- \_\_\_ Copies of publications for the review period. Note: "In press" items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item. Identify each with the corresponding number on the candidates "Annual Bio-Bibliography". Books and other large publications can be submitted as "One of Kind" materials. Electronic versions are encouraged.
- \_\_\_ Additional Materials submitted: Describe each additional item submitted.

**Prepared by:** \_\_\_\_\_

Updated 6-21-2007 MCT