

CAREER EQUITY REVIEW CHECKLIST

Use this checklist when assembling a documentation file for a **Career Equity Review** for a candidate in the Professor Series or a Senior / Lecturer with Security of Employment.

Candidate	School	Date Submitted	Effective Date
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Proposed Action

Preparer

- A. The original, appropriate number of hard copies, and electronic copy should include:
 - UCM CER Authorization Form (UCM-AP 137), signed by candidate, AP Chair, and Dean
 - Table of Contents
 - Dean's Memo
 - Transmittal Memo with report of faculty discussion and vote
 - Review Committee Case Analysis
 - Self-Statement
 - Bio-bibliography dating up to and including last formal review
- B. Extramural letters (optional if proposed action does not require letters).
 - List of Candidate-Suggested Reviewers
 - Sample of solicitation letter with "Sample" watermark and UC's "Confidentiality Statement" attached
 - Candidate-suggested letters
 - List of School-Suggested Reviewers
 - Sample of solicitation letter with "Sample" watermark and UC's "Confidentiality Statement" attached
 - School-suggested letters
- C. One copy of the expanded dossier, containing entire record of reviews at UCM, including prior:
 - CAP Reports
 - Case Analyses
 - Transmittal Memos
- D. Signed Procedural Safeguard Form
- E. Evidence of teaching (i.e., teaching evaluations, syllabi)
- F. Publications - electronic versions are encouraged
- G. Additional materials: Describe each additional item submitted in Table of Contents