

CHECKLIST FOR DEFERRAL

For the following Academic Federation series:

Professional Research
Project Scientist
Specialist (excluding Junior rank)

Note: Deans' Offices should let departments know if the Dean's office will be sending deferrals that do not require committee review to committees, so the departments can prepare the dossier as a deferral that requires committee review.

DEFERRALS THAT DO NOT REQUIRE COMMITTEE REVIEW ([SEE DELEGATION OF AUTHORITY](#))

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

- ☐ Action Form
- ☐ Department letter: A brief letter explaining the reason for requesting the deferral, indicating that the chair and the candidate have discussed the deferral and that the candidate is aware of what needs to be done to advance further.
Note: For represented appointees, consult the [Research Academics \(RA\) Contract](#) for eligible reasons for deferral.
- ☐ Signed Candidate's Disclosure Certificate
- ☐ OPTIONAL - Plan for progress developed by the candidate and department chair. Upload as Candidate's Statement in MIV
- ☐ Include all forms for *Notification of advancement eligibility for an Academic Federation member* since last positive advancement. Upload as Candidate's Statement in MIV.
- ☐ OPTIONAL – Candidate's statement (1 page)
- ☐ Position Description, with a listing of percentage effort expected for each activity, signed by the supervisor and candidate (see sample position descriptions on the Forms & Checklists page on the Academic Affairs website).

Dean's office will provide:

- ☐ Dean's final decision

DEFERRALS THAT REQUIRE COMMITTEE REVIEW ([SEE DELEGATION OF AUTHORITY](#))

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

- ☐ Action Form
- ☐ Department letter: A brief letter explaining the reason for requesting the deferral, indicating that the chair and the candidate have discussed the deferral and that the candidate is aware of what needs to be done to advance further.
Note: For represented appointees, consult the [Research Academics \(RA\) Contract](#) for eligible reasons for deferral.
- ☐ Signed Candidate's Disclosure Certificate

- ___ Plan for Progress developed by the candidate and department chair. Upload as Candidate's Statement in MIV. Include all previous Plans for Progress since last positive advancement.
- ___ Include all forms for *Notification of advancement eligibility for an Academic Federation member* since last positive advancement. Upload as Candidate's Statement in MIV.
- ___ OPTIONAL – Candidate's statement (1 page)
- ___ Position Description, with a listing of percentage effort expected for each activity, signed by the supervisor and candidate (see sample position descriptions on the Forms & Checklists page on the Academic Affairs website).
- ___ List of service activity, if any
- ___ Complete list of publications and/or creative activities (UCD-220-Exhibit C):
- Indicate those materials that have been added since last approved action, if applicable (draw a line).
 - Previous lines drawn should remain for future actions.
 - Indicate with an asterisk (*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
 - Indicate with a (X) the most significant publications.
 - Indicate with a (+) major mentoring role publications.
 - Indicate with a (@) refereed publications.
 - In press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.
- NOTE:** The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.
- NOTE:** If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link to the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.
- ___ List of contributions to jointly authored works (numbering corresponds with numbering on publications list). Candidates can list all authors, but should only describe their own contributions and leadership role to the work. Examples of leadership include activities such as developing the concept, inventing or applying novel analytic techniques, making key discoveries, changing the interpretation of findings and writing substantial sections of the paper. An estimate of the candidate's percent contribution to the work should not be included.
- ___ List of honors and awards, if any
- ___ List of grants, if any

Dean's office will provide:

- ___ For redelegated deferrals only: send to the Joint Academic Federation/Senate Personnel Committee (JPC) for recommendation letter
- ___ Dean's final decision (redelegated deferrals) or dean's recommendation letter (non-redelegated deferrals)