

## CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

Academic Administrator  
Academic Coordinator

**NOTE:** Academic Coordinators do not promote; to move from one level to another, an appointment action should be prepared.

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

\_\_\_ Action Form

**NOTE:** A normal salary increase for Academic Administrators is two increments on the salary scale.

\_\_\_ Department recommendation, a well-documented letter containing:

- a. Concise evaluation of candidate's professional achievements and service. For Academic Administrators only, an evaluation of teaching and/or research.
- b. Statement delineating the academic responsibilities of the position.
- c. Report of the nature and extent of consultation and the vote of faculty members in the department. All department letters must report that the consultation and evaluation process was performed consistently with the Peer and Voting Group procedure, and the date the procedure was approved by the Vice Provost—Academic Affairs. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.
- d. Analysis of the quality of the administration, coordination, or management of programs.

\_\_\_ Include *Notification of advancement eligibility for an Academic Federation member*, if all or a substantial portion of the candidate's salary is funded by grants. Append to the department letter in MIV.

\_\_\_ Signed Candidate's Disclosure Certificate

\_\_\_ Extramural and Clientele Letters. Required for promotions in the Academic Administrator series. Normally 5-8 letters are adequate and do not need to be "arm's-length." Include the following:

- a. List of all referees, including academic/professional title and expertise of each referee. Upload into MIV as a Non-Redacted letter.
  - i. This list must identify those nominated by candidate and those nominated by department. If the same name appears on both lists, they will be included on the department list.
  - ii. Indicate which referees are "arm's-length."
- b. Example of the solicitation letter. Do not include the name and address of a referee in the example. Upload into MIV as a Non-Redacted letter.
- c. Extramural letters. Both redacted and non-redacted versions should be uploaded into MIV. The following information should be marked on each of the extramural letters.
  - i. Stamp all letters "CONFIDENTIAL"
  - ii. Each letter must be identified separately by a letter or number that corresponds to the letter or number used in a. above, to ensure confidentiality of reviewers (APM 160).
  - iii. Each letter should be identified as being from either the "candidate list" or the "department list."
  - iv. Indicate whether the letter is "arm's-length" or "not arm's-length", according to the opinion of the department chair.

(See APM 210; APM 220-80-c. and UCD 220 Exhibit B for additional details.)

\_\_\_ Include all forms for *Notification of advancement eligibility for an Academic Federation member* since last positive advancement, if applicable. Upload as Candidate's Statement in MIV.

\_\_\_ OPTIONAL – Candidate's statement (1-5 pages only)

\_\_\_ OPTIONAL – Candidate's diversity statement

\_\_\_ 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).

- \_\_\_ Organizational chart and explanation of candidate's role in the program and within larger unit, if appropriate
- \_\_\_ List of all student evaluations submitted for the review period (only applicable for Academic Administrator series when teaching is part of the job)
- \_\_\_ Teaching, Advising, and Curricular Development form (only applicable for Academic Administrator series when teaching is part of the job)
  - \_\_\_ DESII Report
- \_\_\_ List of service activity
- \_\_\_ Complete list of publications and/or creative activities (UCD-220-Exhibit C):
  - a. Indicate those materials that have been added since last approved action, if applicable (draw a line).
    - i. Previous lines drawn should remain for future actions.
  - b. 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.)
  - c. Indicate with a (X) the most significant publications.
  - d. Indicate with a (+) major mentoring role publications.
  - e. Indicate with a (@) refereed publications.
  - f. 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

**SUPPORTING DOCUMENTATION** (will be returned to department after the review and decision is finalized):

- \_\_\_ Items published or in press during the review period. Acceptance letters or emails should be attached to the in press manuscript. Copies of submitted manuscripts may be included at the option of the candidate.
- \_\_\_ Student evaluations from the review period, if any

**NOTE:** If there are no physical supporting documents, the department should send an email to notify the dean's office that the dossier is ready for review in MIV and that there are no physical supporting documents. The same courtesy should be provided to the Senate Office and Academic Affairs when dean's offices route actions in MIV.

**Dean's office will provide:**

- \_\_\_ Dean's final decision (redelegated merits) or dean's recommendation letter (non-redelegated merits or promotions). If the dean concurs with the department recommendation, the reviewing dean may opt to write a statement indicating that they have reviewed the dossier and agree with the recommendation of the department in lieu of writing a detailed letter.