

## CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

Continuing Educator

**NOTE:** Continuing Educators 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

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

- a. Concise evaluation of candidate's achievements in service.
- 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 performance of academic planning/curriculum development/assessing audience needs and program management skills.
- e. Analysis of professional competence and summary of potential.

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

\_\_\_ Extramural and Clientele letters are encouraged for 2.0-step merits. 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, if any
- 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."

(See APM – 210; APM—220-80-c. and UCD 220 Exhibit B.)

\_\_\_ 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.

\_\_\_ Organizational chart and explanation of candidate's role in the program and within larger unit, if appropriate

\_\_\_ List of curriculum development activities, if appropriate

\_\_\_ List of materials developed for promoting programs, if appropriate

\_\_\_ List of Service activity

\_\_\_ Complete list of publications and/or creative activities (if applicable):

- a. For Appointment via Change in Title, indicate those materials that have been added since last approved action, if applicable (draw a line).
- 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.

**NOTE:** If the CV is uploaded and no information on jointly authored works is provided in MIV, the department letter should describe the candidate's scholarly contributions and apparent leadership in collaborative creative work and research.

\_\_\_ 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):

\_\_\_ One copy of publications, reprints, and manuscripts that are available. Identify each enclosed publication with the corresponding number on the list.

\_\_\_ Examples of materials developed for promoting programs

**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). 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.