

CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

Supervisor of Physical Education (PE)

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 teaching and service, as applicable.
- 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. A separate department letter is required containing the vote and comments from eligible non-senate faculty. 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 professional achievement in physical activities, campus intramural or recreation programs, extramural sports, or intercollegiate sports programs.

___ Signed Candidate's Disclosure Certificate

___ Extramural Letters. Required for promotions, merit to Supervisor of PE, Step 6 or 6.5, and first merit to Above Scale, and discouraged for all other merits. Normally 6-8 letters are adequate. At least half of the letters should 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.)

NOTE: "Arm's-length" letters are from external referees who are independent of the appointee, who are known scholars in the field, and who are able to provide an objective evaluation of the work. Use of external referees whom the reviewers may not regard as objective or independent, either because they are too close to the appointee professionally (collaborators, thesis supervisors, personal friends, teachers, etc.) or because they have a personal relationship with the appointee, may be included if they shed light on collaborations. An effort should be made to contact individuals who have not contributed letters for prior reviews for the same candidate. It is also desirable to have some referees who are familiar with the UC rank and step system since referees from within the University (outside UC Davis) can speak to the issue of the appropriateness of the step. Review UCD 220 IV.F.3. for further information on determining "arm's-length".

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

___ OPTIONAL – Candidate's diversity statement

___ List of all student evaluations submitted for the review period, if any

___ Teaching, Advising, and Curricular Development form
___ DESII Report

___ List of honors and awards, if any

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

- ___ Student evaluations (one complete set of original evaluations from two courses, preferably courses with the highest enrollment and represent a range of courses taught, e.g., upper division and lower division).
- a. Numerical summaries or percentages in each rating category for all courses taught during the review period should be included with student evaluations.
 - b. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.

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:

___ College/school faculty personnel committee (FPC) recommendation letter, if applicable

___ Dean's final decision (redelegated merits/promotions) or dean's recommendation letter (non-redelegated merits/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.