MUST BE GIVEN TO ACADEMIC RESEARCHER AT LEAST SIX (6) WEEKS BEFORE MATERIALS ARE DUE; BE SURE TO PLAN FOR ADDITIONAL TIME REQUIRED TO PREPARE THE “[NOTIFICATION OF ADVANCEMENT ELIGIBILITY FOR AN ACADEMIC FEDERATION MEMBER](https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/notice-eligibility-federation-members.docx)”. THIS TEMPLATE CONTAINS THE MINIMUM INFORMATION REQUIRED FOR THE NOTIFICATION – CONTENT MAY BE ADDED BY THE SCHOOL/COLLEGE/DEPARTMENT.

See notification process: <https://academicaffairs.ucdavis.edu/academic-researchers-unit-ra-unit#Merit%20and%20Promotion%20Process%20for%20Notification%20of%20Eligibility>

«Date»

Dear «Employee name»,

I am very pleased to inform you of your eligibility for a «merit, promotion, and/or five-year review» review during academic year «YYYY-YYYY», with an effective date of July 1, «YYYY».

Please submit the following materials for your review:

* Completed and signed “Notification of Advancement Eligibility for an Academic Federation Member”
* «List of potential references for extramural letters. Include only if letters are required for promotion/barrier review <https://aadocs.ucdavis.edu/policies/appointments-and-advancements/extramural-letters-chart.pdf>».
* Candidate’s Statement (optional but encouraged), 1-5 pages
* Candidate’s Diversity Statement (optional, but encouraged)
* Current signed Position Description
* List of Service Activity (if applicable)
* List of Publications and/or Creative Activities
* List of Contributions to Jointly Authored Works
* Supporting documents (copies/links to publications)
* List of Honors and Awards (if applicable)
* List of Contracts and Grants (if applicable)

The materials should be submitted to «Name» via «Include method of submission, such as update MyInfoVault, email, upload, or hard copy».

In order to meet various campus deadlines, review materials must be submitted in a timely manner by «Date».

For additional information, please see the applicable collective bargaining agreement articles and campus guidelines:

Academic Researchers (RA) Unit Contract

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>

Campus Policy for Academic Federation Review and Advancement: <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220af.pdf>

Campus Procedure for Merit & Promotion Review: <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220-procedure-2.pdf>».

If you have questions about the review process, please do not hesitate to contact «Department Contact» at «Email address» and «phone number».

Sincerely,

«Local contact»

cc: Principal Investigator

 Department Chair