

## CHECKLIST FOR APPRAISAL

For the following Academic Senate and Academic Federation series:

Assistant Professor  
Acting Assistant Professor  
Assistant Adjunct Professor  
Acting Professor of Law  
Assistant Professor In Residence  
Assistant Professor of Clinical \_\_\_\_\_  
Lecturer/Sr. Lecturer with Potential Security of Employment (PSOE)  
Assistant \_\_\_\_\_ in the Agricultural Experiment Station  
Assistant Specialist in Cooperative Extension

**Department** will submit to the dean's office the information listed below through MyInfoVault (MIV) as a stand-alone dossier or concurrent with a merit as a linked action:

- \_\_\_ Department recommendation, a well-documented letter containing:
- Concise evaluation of candidate's achievements in teaching, research, and service, as applicable.
  - Statement delineating the academic responsibilities of the position.
  - Report of the nature and extent of consultation and the vote of faculty members in the department. **Votes should be recorded as positive, guarded or negative.** Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.
  - For LSOE series faculty the letter must clearly state which APM 285 criteria the LSOE series faculty member is to be evaluated under for advancement review:
    - prior criteria in effect until June 30, 2023 **or**
    - revised criteria effective October 1, 2018
- Departments can obtain this information from their dean's office as each school/college dean's office received confirmation of the criteria choice for their LSOE series faculty.

**NOTE:** OPTIONAL – The Criteria of Scholarship should be appended to the Department letter or referred to in the Department letter.

- \_\_\_ Signed Candidate's Disclosure Certificate
- \_\_\_ 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 service activity, if applicable
- \_\_\_ 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).
  - 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

\_\_\_ Agricultural experiment station reports, if applicable

**NOTE:** When a merit review and an appraisal review coincide, the appraisal review file will be used for the merit review. An appraisal linked to a merit will require an additional departmental letter of evaluation (with a separate vote), dean's recommendation letter, and a signed Candidate's Disclosure Certificate.

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

\_\_\_ Items published or in press since appointment. Place a copy of acceptance letter(s) or email(s) with the in press manuscript. Copies of submitted manuscripts may be included at the option of the candidate.

\_\_\_ 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

\_\_\_ Dean's recommendation letter