

## CHECKLIST FOR DEFERRAL

For the following Academic Senate and Academic Federation series:

- Professor, until they reach Professor, Step 5
- Professor In Residence
- Professor of Clinical \_\_\_\_
- Professor of Teaching, until they reach Professor of Teaching, Step 5
- Acting Professor
- Acting Professor of Law
- Supervisor of Physical Education (PE)
- Adjunct Professor
- Agronomist (\_\_\_\_ in AES)
- Health Sciences Clinical Professor
- Librarian

### FIRST- AND SECOND-YEAR DEFERRALS

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

- \_\_\_\_ Action Form
- \_\_\_\_ Department letter: A brief letter explaining the reason for requesting the deferral, indicating that the chair and the candidate have discussed the deferral and that the candidate is aware of what needs to be done to advance further.
- \_\_\_\_ Signed Candidate's Disclosure Certificate
- \_\_\_\_ For deferrals following an unsatisfactory five year review or denied advancement only: Plan for progress developed by the candidate and department chair. Upload as Candidate's Statement in MIV. If the deferral is following a previous five-year review and/or deferrals, include all plans for progress since last positive advancement.
- \_\_\_\_ For Adjunct Professor only: Include all forms for *Notification of advancement eligibility for an Academic Federation member* since last positive advancement. Upload as Candidate's Statement in MIV.
- \_\_\_\_ OPTIONAL – Candidate's statement (1 page)

#### **Dean's office will provide:**

- \_\_\_\_ Required for deferrals following an unsatisfactory five year review, otherwise optional: College/school faculty personnel committee (FPC) recommendation letter
- \_\_\_\_ Dean's final decision

### THIRD-YEAR AND FOURTH-YEAR DEFERRALS

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

- \_\_\_\_ Action Form
- \_\_\_\_ Department letter: A brief letter explaining the reason for requesting the deferral, indicating that the chair and the candidate have discussed the deferral and that the candidate is aware of what needs to be done to advance further.
- \_\_\_\_ Signed Candidate's Disclosure Certificate

\_\_\_ Updated Plan for Progress developed by the candidate and department chair. Upload as Candidate's Statement in MIV. Include all previous Plans for Progress since last positive advancement.

\_\_\_ For Adjunct Professor only: Include all forms for *Notification of advancement eligibility for an Academic Federation member* since last positive advancement. Upload as Candidate's Statement in MIV.

\_\_\_ OPTIONAL – Candidate's statement (1 page)

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

\_\_\_ Teaching, Advising, and Curricular Development form  
\_\_\_ DESII Report

\_\_\_ 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.

**Dean's office will provide:**

\_\_\_ For redelegated deferrals only: College/school faculty personnel committee (FPC) recommendation letter

\_\_\_ Dean's final decision (redelegated deferrals) or dean's recommendation letter (non-redelegated deferrals)