DEPARTMENT CHECKLIST FOR MERIT DOSSIER

For Academic Senate series, Adjunct Professor series and Health Sciences Clinical Professor series:
   Professor
   Professor In Residence
   Professor of Clinical ___
   Adjunct Professor
   Lecturer with Security of Employment
   Health Sciences Clinical Professor series

NOTE: All Items Below Are Created and Submitted Through “MIV” ONLY (with the exception of printing out the colored RAF and all supporting documents)

A. ___ Recommended Action Form (RAF) (print 2 copies from MIV on appropriately colored paper)

B. ___ Departmental letter of recommendation:
   1. Report of the nature and extent of consultation and the vote of eligible faculty members in the department.
      a. **NOTE:** A separate department letter is required containing the vote and comments from eligible Federation faculty for all Adjunct Professor and Health Science Clinical Professor series promotions.
      b. “No” and “abstain” votes require comments.
   2. Evaluation of teaching effectiveness including analysis of student evaluations as well as other types of evaluation as appropriate.
   3. Analysis of the quality of the research.
   4. Evaluation of service contributions.
   5. Evaluation of professional competence.

C. ___ Extramural letters (6-8 letters are normally adequate) see Extramural Letters Requirement Chart (www.ucdmc.ucdavis.edu/academicpersonnel >>Academic Actions (Career) >>Policies and Charts) include the following:
   
   Required for merit to Professor, first above-scale, but are discouraged for all other merits.
   1. List of all referees, including academic title and expertise of each referee.
      a. This list should have footnotes that identify nomination by the chair or candidate, arm’s length or not arm’s length, and those that were solicited but not received. (APM 210 and APM 220-80-c.)
   2. Example of the solicitation letter without any identifying name or address of the referees.
   3. Extramural letters numbered according to the list of referees, and stamped “Confidential” and labeled with arm’s length/not arm’s length and chair chosen/candidate chosen.
      a. 6 letters are required for actions needing arm’s length letters (3 arm’s length)

D. ___ If candidate is a graduate group chair, solicit evaluation from Dean of Graduate Studies.

E. ___ Candidate’s statement (recommended 1-5 pages only). Optional but encouraged.

F. ___ List of all student evaluations submitted during the review period.

G. ___ Teaching, Advising, and Curricular Development Record for the review period.

H. ___ List of service activity for all years.
I. ___ List of contributions of jointly authored works for the review period.
   1. numbering corresponds with numbering on publications list

J. ___ Complete list of publications (Exhibit C):
   1. Indicate with an asterisk (*) those publications for which reprints are attached.
   2. Indicate those materials that have been added during the period of review
      a. draw a line in the publications list:
         1. For Assistant Professor, Step I through Assistant Professor, Step V; Associate Professor, Step I through Step V; Professor, Step I through Step V: since last successful advancement to the current step.
         2. To Professor, Step VI: the entire period since advancement or appointment to the rank of full professor.
         3. To Professor, Step VII, VIII, or IX: since last successful advancement to the current step.
         4. To above-scale: the period since advancement to Professor.
   3. Indicate with a plus (+) the most important publications.
   4. “In press” items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs.
      a. The term "in press" designates works that have been accepted for publication without revisions.
      b. Book contracts are not considered an "in press" work.

K. ___ List of grants for all years (if applicable).

L. ___ List of honors & awards for all years (if applicable)

M. ___ Signed Candidate's Disclosure Certificate.

N. SUPPORTING DOCUMENTATION (submit one copy only of each document)
   1. Items published or in press during the review period.
      a. In press items need to have letters or emails indicating that items have been accepted for publication, or they need to have galley proofs
      b. Copies of submitted manuscripts may be included at the option of the candidate.
      c. For redelegated merits, accelerations, merits to Steps VII, VIII, IX, and subsequent above-scale merits, one copy of all items published or in press during the review period.
      d. For merit increases to Step VI and the first-above scale, one copy of all items published or in press since the appointment or promotion to Professor.
   2. Student evaluations
      a. choose evaluations from at least two courses (more encouraged) that include summary and comments:
         1. it is preferable to choose the evaluations from two courses that have the highest enrollment.
         2. submit one copy of each only – do not submit originals
      b. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.
   3. If Lecturer SOE or Senior Lecturer SOE:
      a. submit student evaluations from all courses taught during the review period
      b. submit all numerical summaries or percentages in each rating category from all courses taught during the review period.
   4. All supporting documents will be returned to the department after the review and decision is finalized.