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| **CANDIDATE NAME** |       |
| **DEPARTMENT** |       |

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| **GENERAL FILE STRUCTURE**  | **COMPLETE** |
| -Review and confirm file documents are in proper file order. | [ ]  |
| -Create and validate bookmarks for any material added by APS. | [ ]  |

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| **APPOINTMENT FILES**  | **[ ] N/A** |  | **COMPLETE** | **N/A** |
| -Verify completion and inclusion of a Mid-year Election Form  | [ ]  | **[ ]**  |
| -Redact previous employment salary and verify it is not included | [ ]  |  |

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| **JOINT APPOINTMENTS/REVIEWS**  | **[ ] N/A** |  | **COMPLETE** | **N/A** |
| -Verify inclusion of MOU  | [ ]  | **[ ]**  |
| -Verify applicable departments and Deans have reviewed the file | [ ]  |  |

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| **FILE SUMMARY FORM** | **COMPLETE** | **N/A** |
| -Verify inclusion | [ ]  |  |
| -Verify congruent with department and Dean letter (action, approvals) | [ ]  |  |
| -Verify vote is entered and meets 50% requirement  | [ ]  | **[ ]**  |
| -Verify form accuracy (salary, OS/AS calculations, effort, scale, years at rank/step, etc.) | [ ]  |  |

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| **UC EMPLOYMENT HISTORY FORM**  | **[ ] N/A** |  | **COMPLETE** |
| -Verify inclusion | [ ]  |

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| **DEAN/AVC LETTER**  | **[ ] N/A** |  | **COMPLETE** | **N/A** |
| -Verify inclusion | [ ]  |  |
| -Verify congruent with File Summary Form | [ ]  |
| -Verify referees are not identified by name  | [ ]  | **[ ]**  |

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| **CHAIR INDEPENDENT LETTER** | **[ ] N/A** |  | **COMPLETE** |
| -Verify inclusion | [ ]  |

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| **DEPARTMENT LETTER** | **COMPLETE** | **N/A** |
| -Verify inclusion | [ ]  |  |
| -Verify congruent with File Summary Form | [ ]  |
| -Verify appendixes or attachments are included  | [ ]  | **[ ]**  |
| -Verify referees are not identified by name  | [ ]  | **[ ]**  |
| -Verify mentor identified for Assistant Teaching Professor and Assistant LRF appointment  | [ ]  | **[ ]**  |

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| **CERTIFICATIONS (CURRENT UC EMPLOYEES ONLY)** | **[ ] N/A** |  | **COMPLETE** | **N/A** |
| -Verify inclusion | [ ]  |  |
| -Verify dates are in alignment with dates on reviewer recommendation | [ ]  |  |
| -Verify inclusion of a candidate response  | [ ]  | **[ ]**  |

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| **AD HOC COMMITTEE REPORT**  | **[ ] N/A** |  | **COMPLETE** |
| -Verify inclusion | [ ]  |

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| **REFEREE ID LIST, SOLICITATION & REFEREE LETTERS**  | **[ ] N/A** |  | **COMPLETE** |
| -Verify inclusion | [ ]  |
| -Verify the requisite number of letters are included (3 or 5)  | [ ]  |

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| **BIOGRAPHY/BIBLIOGRAPHY** | **COMPLETE** | **N/A** |
| -Verify inclusion | [ ]  |  |
| -Confirm personal data on Biography/CV is redacted  | [ ]  |
| -Verify e-pub hyperlink is functional  | [ ]  | **[ ]**  |

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| **TEACHING**  | **[ ] N/A** |  | **COMPLETE** |
| -Verify inclusion | [ ]  |

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| **PREVIOUS REVIEW FILE**  | **[ ] N/A** |  | **COMPLETE** | **N/A** |
| -Verify transmission to Committee  | [ ]  |  |
| -If previous review salary only action, send previous normal review file  | [ ]  | **[ ]**  |

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| **RECONSIDERATION/ ADDITIONAL INFORMATION**  | **[ ] N/A** |  | **RECON** | **ADDL** | **N/A** |
| -Verify inclusion of updated File Summary Form labeled “RECON” of “ADDL” | [ ]  | [ ]  |  |
| -Verify inclusion of Department letter | [ ]  | [ ]  | [ ]  |
| -Verify inclusion of Dean/AVC letter or signature endorsement  | [ ]  | [ ]  | [ ]  |
| -Verify inclusion of Certification 3 (Interfolio Files) or Certification C (Paper Files) and date alignment with reviewer recommendation dates  | [ ]  | [ ]  | [ ]  |
| -Verify inclusion of referenced or submitted supporting documentation  | [ ]  | [ ]  | [ ]  |
| -Verify inclusion of requested additional information  | [ ]  | [ ]  | [ ]  |
| -Integrate Reconsideration/Additional Information into the original file with the addition and verification of bookmarks  | [ ]  | [ ]  | [ ]  |

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| **INITIAL REVIEW** |
| **AP PREPARER NAME** |       |
| **AP PREPARER SIGNATURE** |  |
| **DATE** |       |

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| **RECON REVIEW** |
| **AP PREPARER NAME** |       |
| **AP PREPARER SIGNATURE** |  |
| **DATE** |       |

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| **ADDL REVIEW** |
| **AP PREPARER NAME** |       |
| **AP PREPARER SIGNATURE** |  |
| **DATE** |       |