Departmental Checklist for Initial and Continuing Appointment/Merit Review Files

This checklist is to outline the documents required for Initial Continuing Appointments and Merit Review files for Continuing Appointees in Unit 18 (NSF).

Department will submit the following file documents _in this order_ to the cognizant dean's office:

___ Summary Form: Verify Information is complete and accurate, and consistent with the Academic Biography and Bibliography packet and the departmental recommendation letter.

___ UC Academic Employment History

___ Departmental recommendation letter, which will include a discussion of:
  o Departmental Vote (Initial Continuing Appointment only)
  o Explain negative votes, abstentions and absences
  o Instructional Need (Initial Continuing Appointment only)
  o Teaching responsibilities/assignment
  o Instructional workload calculation/ average percent of base appointment
  o Salary/Merit Increase (normal merit is 6%)
  o Excellence Review Committee membership, recommendation/findings
  o Evaluation of teaching excellence, effectiveness and pedagogy
  o Analysis of student evaluations as well as other types of evaluations where appropriate, which may include classroom visitations, extramural letters, unsolicited evaluations

___Certifications A & B (C if applicable) – Verify dates, refer to process handout for appropriate timing of signatures

___Excellence Review Committee Report:
Review NSF's teaching record and performance and the criteria used in assessing candidate, and provide an in-depth evaluation and recommendation to the department chair/program director (Committee will be composed of academic appointees from the department/program with sufficient knowledge of the NSF's field of expertise. Reasonable efforts shall be made to ensure that a qualified NSF will participate on the review committee and that no individual shall be required to serve on the committee.)

____Candidate's Self Evaluation (optional)

____Solicitation Letter (optional)

____Referee ID list (optional)

____Referee Letter(s) (optional)

____Courseload and Student Direction Form (signed by candidate)
    For Initial Continuing Appointments: List all courses taught since first employment
    For Merit Review files: List all courses taught since last merit review

____ Teaching Evaluations (<u>DO NOT SUBMIT RAW DATA: MUST BE SUMMARIZED</u>)
    For Initial Continuing Appointments: All teaching evaluations since first employment in that department/program
    For Merit Review files: Teaching evaluations since last merit review in that department/program

____ Example of Syllabus for each course taught in that department/program

____ Other supporting documentation of teaching effectiveness provided by candidate (optional)

____ Academic Biography/Bibliography packet signed by candidate (be sure current format is being used)

____ Evidence of an approved search report or waiver.

Note: Initial Continuing Appt or Merit review file documents are submitted electronically to the dean's office.