

## Departmental Checklist for Pre-Six NSF Appointment Files

This checklist is to outline the documents required for Unit 18 Pre-Six NSF Appointments.

Department will submit the following file documents in this order to the cognizant dean's office:

- \_\_\_ Temporary Summary Form: Verify information is complete and accurate, and consistent with the Academic Biography Bibliography packet and the departmental recommendation letter. (be sure current version is being used)  
Ensure accuracy of Unit 18 quarter count within the department.  
[Quarters accrued in another department is counted separately including Summer Session (see Article 23 A.3)]  
Ensure salary/merit increase is recorded (if applicable)
- \_\_\_ UC Academic Employment History: (Verify concurrent appointment, if applicable)
- \_\_\_ Departmental recommendation letter, which will include a discussion of:
  - o Instructional Need (replace faculty on leave, unexpected enrollment, infuse new pedagogy, etc.)
  - o Teaching responsibilities/assignment
  - o Qualifications of candidate, including education, training in the field, previous experience, other skills (if applicable).
  - o Salary/Merit Increase
  - o Percentage of appointment
  - o Evaluation of teaching ability/effectiveness
  - o Analysis of student evaluations as well as other types of evaluations where appropriate, classroom visitations, extramural letters, unsolicited evaluations, etc. Professional activity and community service (if applicable)
- \_\_\_ Certifications A & B: (Verify dates, applicable only to current UC employees)
- \_\_\_ Candidate's Self Evaluation (optional)
- \_\_\_ Solicitation Letter (optional)
- \_\_\_ Referee ID list (optional)
- \_\_\_ Supporting recommendation letter(s) (Required if no teaching evaluations are available).
- \_\_\_ Courseload and Student Direction Form (optional for pre-six lecturers)
- \_\_\_ Teaching Evaluations (summarized)
- \_\_\_ Candidate's syllabus (optional for pre-six lecturers)
- \_\_\_ 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: Review file documents are submitted electronically to the dean's office.**