UC SAN DIEGO-ACADEMIC PERSONNEL SERVICES
WORKSHEET FOR DEPARTMENTAL USE IN PREPARING ACADEMIC APPOINTMENT FILES

Below is a checklist of documents required when preparing appointment files once a candidate is selected for appointment. If a required item cannot be submitted, this should be explained in the departmental recommendation letter. For more detailed information, please see the "Guide to Preparing and Submitting Academic Appointment Files," which can be found on the Academic Affairs website.

ITEMS REQUIRED FOR THE APPOINTMENT FILE

Items are listed in the order of appearance in a file from beginning to end.

1. ☐ **UCSD Summary of Appointment Recommendation or Academic Appointment Summary Form for Temporary Employees**

☐	Information should be complete and consistent with the Academic Biography/Bibliography packet and the departmental recommendation letter
☐	"Present Status" and "Proposed Status" • Highest degree • Proposed title, rank, step, salary, effective date
☐	Department vote results included and properly documented *(IF APPLICABLE)* • A vote is required for appointments in most academic series
☐	If relevant and applicable, calculate the numbers of service years that would be applied toward an eight-year limit proposed title
☐	Indicate if candidate elected a mid-year start *(IF APPLICABLE)* • *Assistant level only*

2. ☐ **UC Academic Employment History (Required if Candidate has Prior UC Academic Employment History at UCSD or Any UC Campus)**

☐	Appointment history listed and includes the following: • Appointment Period (Dates) • Title and Step • Percent Time • Department

3. ☐ **Off-Scale Salary Calculation Slip (If Applicable)**

4. ☐ **Departmental Recommendation Letter & Points of Discussion**

☐	Proposed status for which approvals are being requested to include: • Title, Rank, & Step • Salary • Effective Date
☐	Provide thorough justification when recommending a market off-scale salary • Entry level salary agreement information if one is in effect • Matching of an outside offer from a comparable institution ○ *External offer letters need to be included in the file* • Other market conditions supported by evidence
☐	Review and discussion of the recruitment process, external referee letters, appointment criteria (varies by series).
☐	Note conflicts of interest in the file • Ensure the file writer has not collaborated with the candidate in the past 5 years

☐	Department consultation and vote results - Include an explanation for negative votes, abstentions, and absences - Verify the vote complies with policy - PPM 230-28 and Academic Senate Bylaw 55
☐	Evaluate the candidate's qualifications and effectiveness in the areas required by a designated series. - Research & Creative Activities - Describe and evaluate the research and other creative activity conducted during candidate's career and its impact his/her respective field - Indicate journal and conference proceeding standings - Indicate whether journals are refereed and their rate of acceptance/rejection - Discuss candidate's success in obtaining funding for research and other creative activities - Indicate the candidate's grant-related roles - Teaching Activities - Discuss teaching effectiveness - Compare candidate's proposed teaching load to normal departmental teaching load - Service - Describe candidate's professional achievements - Describe the nature and quality of the candidate's service contributions
☐	For Assistant rank or Junior candidates, a mentoring plan and mentor should be specified

5. ☐ **Department Chair Independent Evaluation Letter (OPTIONAL)**

☐	The chair, in a separate letter, may make an independent evaluation and recommendation which may differ from the departmental recommendation

6. ☐ **Memorandum of Understanding (IF JOINT HIRE)**

☐	Copy of signed MOU between the departments and the candidate outlining each area's expectations for series criteria.

7. ☐ **Dissenting Letters (IF APPLICABLE)**

☐	If faculty members do not agree with the departmental recommendations, they can submit dissenting letters to be included in the file. ***Such letters are confidential.***

8. ☐ **Certifications**

   a. ☐ **Certification A (If Candidate is a Current UC Academic Employee)**

☐	Signed and dated by the candidate ***AFTER*** he/she reviews redacted department ad hoc/division and external referee letters

   b. ☐ **Certification B (If Candidate is a Current UC Academic Employee)**

☐	Signed and dated by the candidate ***AFTER*** he/she reviews the Department Recommendation Letter

9. ☐ **Departmental Search Committee and/or Ad Hoc Committee Report (If Applicable)**

☐ Signed by all committee members
  o Departmental search committee members should be listed on the committee report
  o If a written report is not provided, a list of committee members should be included as an addendum to the Referee I.D. list
  o If an Ad Hoc Committee advises the department, a signed copy of its report, with full membership indicated at the end of the report must be included in the file

10. ☐ **Candidate's Self Evaluation/Personal Statement (Optional)**

☐ If the appointee provides a personal statement (which is optional) regarding his or her achievements and future plans, this document should be so titled, and it must be signed and dated. Appointees may wish to provide such statements in part to ensure that special efforts, such as development of a new class, or unusual service contributions, are fully recognized and credited.

11. ☐ **Copy of Solicitation Letter to External Candidates**

☐ Verify solicitation letter included confidentiality disclosure statement
  • Include a list of referees to whom each solicitation was sent or an indication that the same letter was sent to all referees

12. ☐ **Referee I.D. List**

☐ The confidential information on this form should not appear in the departmental ad hoc report or the departmental recommendation letter
  o Referees should be referred to only by code on these documents

13. ☐ **External Referee Letters**

☐ • Are the required numbers of letters included?
  • Are the letters independent?
    o Avoid the use of external referees whom the reviewers may not regard as objective evaluators either because they are too close to the candidate professionally or because they have a personal relationship with the candidate

EXTERNAL REFEREE LETTER REQUIREMENTS	
• Assistant Rank Appointees • Lecturer with Potential Security of Employment	3 External Referee Letters *Letters must be independent for Step III and above*
• Associate or Full Rank Appointees • Senior Lecturer with Potential Security of Employment • Lecturer with Security of Employment • Senior Lecturer with Security of Employments	5 External Referee Letters *Letters must in independent*
• Academic Administrators • Academic Coordinators	3 External Referee Letters
• Temporary Appointments	1 External Referee Letter

14. ☐ **Teaching Evaluations Including Student Comments (If Applicable)**

☐	• Undergraduate (CAPE Evaluations), including student comments • Graduate, including student comments • Memo explaining any missing evaluations

15. ☐ **Level of Administrative Responsibility (LAR) From (IF APPLICABLE)**

☐	Used only for Academic Administrators and Academic Coordinators

16. ☐ **UCSD Academic Biography and Bibliography Packet**

☐	The Academic Biography Data Form must be filled out, but a CV with an annotated publication list may be submitted in lieu of a UCSD Bibliography packet

ITEMS THAT ACCOMPANY A FILE:

A. ☐ **Publications or Comparable Items**

☐	Publications should be numbered to correspond with their entry on the Bibliography • Verify consistency • All new items in Section A of the Bibliography form should be submitted and the corresponding citation on the Bibliography marked with an asterisk • All significant career publications should be submitted and the corresponding citation of the Bibliography form marked with an asterisk • If publications are submitted by way of an online hyperlink verify the links are functional