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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** |  |