

CANDIDATE NAME	
DEPARTMENT	

GENERAL FILE STRUCTURE	COMPLETE
-Verify the file components have been assembled in the proper order	<input type="checkbox"/>
-Create and validate bookmarks	<input type="checkbox"/>
-Verify Department level File Certification	<input type="checkbox"/>

APPOINTMENT FILES	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify file includes the Biography/Academic Personal Data Form		<input type="checkbox"/>	
-Department letter should identify a Mentor for Assistant Teaching Professors and Ladder Rank Assistant Professor appointments		<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of the Mid-Year Election Form		<input type="checkbox"/>	<input type="checkbox"/>
-Ensure previous employment salary information is not included or is redacted		<input type="checkbox"/>	

JOINT APPOINTMENTS/REVIEWS	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion of MOU		<input type="checkbox"/>	<input type="checkbox"/>
-Home department Dean’s Office confirmed file was coordinated with joint department counterparts		<input type="checkbox"/>	
-Consult Funding Plans for Joint Hires (Chancellor’s Hiring Initiative)		<input type="checkbox"/>	<input type="checkbox"/>

FILE SUMMARY FORM	COMPLETE	N/A
--Verify inclusion and correct version of form is being used	<input type="checkbox"/>	
-Verify the applicable action has been selected and that it matches what is being proposed in the department letter	<input type="checkbox"/>	
-Review form for overall accuracy (salary, effort, scale date, years at rank/step etc.)	<input type="checkbox"/>	
-Verify Market/Bonus Off-Scale, Above Scale calculation is accurate	<input type="checkbox"/>	

VOTE (FILE SUMMARY FORM)	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify the department vote is properly documented		<input type="checkbox"/>	
-Meets quorum requirements		<input type="checkbox"/>	
-Complies with Academic Senate Bylaw 55, department bylaws, and PPM		<input type="checkbox"/>	
-Senate and Non-Senate Votes reported separately		<input type="checkbox"/>	

UC EMPLOYMENT HISTORY FORM	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Verify all relevant data is accurate and documented (appointment dates, title, step, % time, department name, etc.)		<input type="checkbox"/>	
-Ensure all applicable leaves are noted		<input type="checkbox"/>	<input type="checkbox"/>
-Ensure sabbatical report is included		<input type="checkbox"/>	<input type="checkbox"/>

DEAN/AVC LETTER	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Verify congruent with File Summary Form		<input type="checkbox"/>	
-Verify referees are not identified by name		<input type="checkbox"/>	<input type="checkbox"/>
-Verify it clearly expressed support for the department’s proposed action or an alternative outcome		<input type="checkbox"/>	

CHAIR INDEPENDENT LETTER	<input type="checkbox"/> N/A	COMPLETE
-Verify inclusion		<input type="checkbox"/>

DEPARTMENT LETTER	COMPLETE	N/A
-Verify inclusion	<input type="checkbox"/>	
-Ensure departmental recommendation letter contains a thorough justification of proposed action(s) and an evaluation of the candidate's qualifications according to series criteria	<input type="checkbox"/>	
-Verify any reference appendixes or attachments are included in the file	<input type="checkbox"/>	<input type="checkbox"/>
-Verify that department standards are included and the candidate is measured according to those standards	<input type="checkbox"/>	
-Verify external letter writers are not identified by name	<input type="checkbox"/>	<input type="checkbox"/>
-Ensure department criteria for the proposed action is addressed	<input type="checkbox"/>	
-Confirm there are no conflicts of interest in the file	<input type="checkbox"/>	

CERTIFICATIONS (CURRENT UC EMPLOYEES ONLY)	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Ensure dates are in alignment with dates of reviewer recommendations		<input type="checkbox"/>	
-Confirm candidate response is included		<input type="checkbox"/>	<input type="checkbox"/>
-Review for procedural irregularities and ensure nothing improper is included, e.g. disclosure of identities		<input type="checkbox"/>	

AD HOC COMMITTEE REPORT	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion and accuracy of recommendations		<input type="checkbox"/>	
-Verify inclusion of any dissenting letters		<input type="checkbox"/>	<input type="checkbox"/>
-Verify Ad Hoc Letter is signed by all committee members		<input type="checkbox"/>	
-Verify external letter writers are not identified by name		<input type="checkbox"/>	<input type="checkbox"/>
-Confirm there are no conflicts of interest in the file		<input type="checkbox"/>	<input type="checkbox"/>

REFEREE ID LIST & SOLICITATION LETTERS	<input type="checkbox"/> N/A	COMPLETE
-Verify inclusion		<input type="checkbox"/>
-Verify solicitation letters include confidentiality statements and match the proposed action(s)		<input type="checkbox"/>
-Verify the requisite number of letters are included (3 or 5)		<input type="checkbox"/>
-Check required number of department selected referees versus candidate selected referees		<input type="checkbox"/>
-Ensure external referee letters are appropriately analytical in content and independence		<input type="checkbox"/>
-Confirm each letter is correctly labeled in accordance with the Referee ID List		<input type="checkbox"/>

REFEREE LETTERS	<input type="checkbox"/> N/A	COMPLETE	N/A
-Ensure referee letters are properly labeled with their corresponding Referee ID List letter (e.g A, B, C, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
-Verify external referees are independent		<input type="checkbox"/>	
-Verify the requisite number of letters are included (3 or 5)		<input type="checkbox"/>	
-Verify the majority of external referees were selected by the department		<input type="checkbox"/>	
-Ensure referees are not identified anywhere in the file other than by their designated letter from the Referee ID list		<input type="checkbox"/>	

BIOGRAPHY/BIBLIOGRAPHY	COMPLETE	N/A
-Verify inclusion	<input type="checkbox"/>	
-Verify updates to reflect new work completed during the review period	<input type="checkbox"/>	
-Verify work after October 15 th is not included	<input type="checkbox"/>	
-Verify the form is sign and dated by the employee/candidate	<input type="checkbox"/>	
-Publications numbered to correspond with their entry on the Bibliography	<input type="checkbox"/>	
-If publications are submitted by way of an online hyperlink, verify links are functional	<input type="checkbox"/>	<input type="checkbox"/>
If using Dropbox, confirm Dropbox does not have an expiration date	<input type="checkbox"/>	<input type="checkbox"/>

TEACHING	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Review Course-load Form and ensure sabbaticals are noted (GC & SIO)		<input type="checkbox"/>	<input type="checkbox"/>
-Review HS Teaching Quantification and Patient Caseload forms for accuracy and completeness (HS)		<input type="checkbox"/>	<input type="checkbox"/>
-Ensure file contains all applicable evaluations, including student comments		<input type="checkbox"/>	
Verify student reviewers are not identified		<input type="checkbox"/>	
-Ensure "Non-Confidential" documents are labeled as "Non-Confidential"		<input type="checkbox"/>	<input type="checkbox"/>

RECONSIDERATION/ ADDITIONAL INFORMATION	<input type="checkbox"/> N/A	RECON	ADDL	N/A
-Verify inclusion of updated File Summary Form labeled		<input type="checkbox"/>	<input type="checkbox"/>	
-Verify inclusion of Department letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of Certification 3 (Interfolio Files) or Certification C (Paper Files) and date alignment with reviewer recommendation dates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of referenced or submitted supporting documentation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of requested additional information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INITIAL REVIEW	
DEAN PREPARER NAME	
DEAN PREPARER SIGNATURE	
DATE	

RECON REVIEW	
DEAN PREPARER NAME	
DEAN PREPARER SIGNATURE	
DATE	

ADDL REVIEW	
DEAN PREPARER NAME	
DEAN PREPARER SIGNATURE	
DATE	