

CHAIR'S SEQUENTIAL CHECKLIST FOR PERSONNEL ACTIONS

This checklist was prepared in compliance with [Section 220-80-c](#) of the Academic Personnel Manual (APM): "Each campus shall develop guidelines and checklists to instruct chairpersons about their duties and responsibilities in connection with personnel reviews." You may wish to make copies of this list for each person in your department who is eligible for or being considered for advancement.

Section I. Notifying Candidates

- ___ Inform candidate of eligibility for normal advancement, deceleration, or that accelerated advancement is under consideration.
- ___ Inform candidate of criteria for advancement as set forth in [APM 210-1-d](#).
- ___ Inform candidate of the nature of the review process as set forth in APM [210-1](#) and [220](#) and in [UCD-220](#).
- ___ Make candidate aware of the University's policies regarding academic personnel records as set forth in [APM 160](#).
- ___ Ask candidate to supply all pertinent information and materials relevant to criteria for advancement.
- ___ Encourage candidate to submit a [candidate's statement](#) summarizing and evaluating his/her progress during the review period.
- ___ Ask candidate to suggest names of persons who could be solicited for letters of evaluation, if applicable.
- ___ Allow candidate to set forth in writing the names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate's qualifications or performance.

Section II. Developing a Recommendation

- ___ Where required, solicit confidential extramural letters of recommendation (promotions; advancements to Professor, Step VI, and first advancement to Professor Above-Scale, or equivalent title).
- ___ If candidate is a graduate group chair, solicit evaluation from Dean--Graduate Studies.
- ___ Assemble in accordance with instructions set forth in the annual call all pertinent information, i.e., publications, teaching evaluations, solicited letters, candidate's statements, in the order listed on the appropriate checklist for the action.
- ___ Encourage candidate to identify a limited number of publications or creative works as his/her most important contributions.

- ___ Provide candidate opportunity to inspect all non-confidential documents to be included in the personnel review file.
- ___ Provide candidate a copy of redacted extramural letters and an opportunity to respond in writing before the documents are made available for the faculty eligible to review.
- ___ Consult department members, making certain to extend to all eligible colleagues the voting rights established by Bylaw 55 of the Academic Senate and approved departmental voting procedures.
- ___ Write letter of recommendation in compliance with [APM 220-80-e](#).
- ___ Make penultimate letter available to voting members or a departmental committee.

Section III. Forwarding Materials

- ___ Provide candidate an oral summary or, upon request, a copy of the departmental recommendation and redacted copies of extramural letters if such letters were solicited.
- ___ Inform candidate of right to make a written statement or comment upon the material in the file and/or the departmental recommendation. Time limit for such comment is ten calendar days from the date of receipt of the departmental letter (i.e., date that candidate signs disclosure statement).
- ___ Obtain a [Candidate's Disclosure Certificate](#) from the candidate that the non-confidential materials in the review file have been inspected and that a summary or a redacted copy of the confidential materials has been provided or seen.
- ___ Inspect packet to ensure that all materials are included and that the review file conforms to the format set forth.
- ___ Forward materials to dean's office.