

## CHECKLIST FOR APPRAISAL

For Academic Senate series

Assistant Professor  
Acting Assistant Professor  
Acting Professor of Law  
Assistant Professor In Residence  
Assistant Professor of Clinical \_\_\_\_\_

Department will submit to the dean's office the information listed below through MyInfoVault (MIV) as a stand-alone dossier or concurrent with a merit as a linked action.

- \_\_\_ Department letter of evaluation
- Report of the nature and extent of consultation and the vote of faculty members in the department. **Notes should be recorded as positive, guarded and negative.** Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.
  - Evaluation of teaching effectiveness, including analysis of student evaluations as well as other types of evaluation as appropriate.
  - Analysis of the quality of the research.
  - Evaluation of service contributions.
  - Evaluation of professional competence.

**Note:** OPTIONAL -- The Criteria of Scholarship should be appended to the Department letter or referred to in the Department letter.

\_\_\_ Signed [Candidate's Disclosure Certificate](#).

\_\_\_ OPTIONAL -- Candidate's statement (1-5 pages only).

\_\_\_ OPTIONAL – Candidate's diversity statement

\_\_\_ List of all student evaluations submitted for the review period

\_\_\_ [Teaching, Advising, and Curricular Development Record](#).  
\_\_\_\_\_ DESII Report

\_\_\_ List of service activity.

\_\_\_ Complete list of publications and/or creative activities (UCD-220-[Exhibit C](#)):

- Indicate those materials that have been added since last approved action (draw a line).
- Indicate with an asterisk (\*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
- Indicate with a (X) the most significant publications.
- Indicate with a (+) major mentoring role publications.
- Indicate with a (@) refereed publications.
- In press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.

**NOTE:** The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

**NOTE:** If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link to the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.

\_\_\_ List of contributions of jointly authored works (numbering corresponds with numbering on publications list(s)). Identify the leadership role and contribution of the faculty member. Examples of leadership include activities such as developing the concept, inventing or applying novel analytic techniques, making key discoveries, changing the interpretation of findings and writing substantial sections of the paper. Do not describe the role of all authors. Percent of effort should not be included

\_\_\_ List of honors, awards (if any)

\_\_\_ List of grants (if any)

**SUPPORTING DOCUMENTATION** (will be returned to the department).

**Note:** If there are no physical supporting documents, the department should send an email to notify the dean's office that the dossier is ready for review in MIV and there are no supporting documents. The same courtesy should be provided to the Senate Office and Academic Affairs when routing dossiers.

\_\_\_ Items published or in press since appointment. Place a copy of acceptance letter(s) or email(s) with the in press manuscript. Copies of submitted manuscripts may be included at the option of the candidate.

\_\_\_ \*Student evaluations (one complete set of original evaluations from two courses, preferably courses with the highest enrollment and represent a range of courses taught, e.g., upper division and lower division).

- a. Numerical summaries or percentages in each rating category for all courses taught during the review period should be included with student evaluations.
- b. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.

Dean's office will provide to the Vice Provost--Academic Affairs the dossier above (original and one copy), as well as:

\_\_\_ Dean's recommendation letter or if the dean concurs with the department recommendation, the reviewing dean may opt to write a statement indicating that he/she has reviewed the dossier and agrees with the recommendation of the department in lieu of writing a detailed letter.

\_\_\_ College/school faculty personnel committee (FPC) recommendation letter.

**Note:** When a merit increase review and an appraisal review coincide, the appraisal review file will be used for the merit review.

- a. An appraisal linked to a merit will require an additional departmental letter of evaluation (with a separate vote), dean's letter (or concurrence) for the appraisal review and a signed [Candidate's Disclosure Certificate](#).