

CHECKLIST FOR APPOINTMENTS

For the following Academic Federation series:

Continuing Educator (UC Davis Extension only)

Department must initiate and receive approval of Step 1 or Step 2 before assembling appointment dossier:

1. ____ If conducting a search, submit a completed Final Recruitment Report. (UCD 500, <http://www.mrak.ucdavis.edu/web-mans/apm/500.htm>) to the Dean's Office. Also attach a copy of the advertisements and the approved search plan.
2. ____ Or, if requesting a Search Waiver, submit a letter to the dean, include a biography form, and publications list(s). The Dean will add recommendation and forward to the Office of the Provost for review; the Vice Provost has approval authority.

Department will submit to the dean's office, in the order presented below, and collate each set (original and two copies)

____ Appointment Form

____ Departmental letter of recommendation:

____ Report of consultation and vote of eligible department members consistent with the department voting procedures, and the date the voting procedures were approved.

____ Analysis of the performance of academic planning/curriculum development/ assessing audience needs and program management skills

____ Analysis of professional competence and summary of potential

____ Extramural letters and Clientele letters (5-8 letters are normally adequate), stamped "CONFIDENTIAL." Submit an example of the solicitation letter with a list of all referees, including academic title and expertise of each referee. This list should identify those referees nominated by the candidate and those nominated by the department/unit. (See APM 220-80.c and UCD 220A, Exhibit F)

____ Position description, with a listing of percentage effort expected for each activity, signed by department chair and candidate

____ Organizational chart and explanation of candidate's role in the program and within larger unit, if appropriate

____ Signed Biography form

____ List of curriculum development activities (if appropriate)

____ List of materials developed for planning programs to meet needs of clientele group, if applicable

____ Complete list of publications (if applicable). List in-press items separately.

____ Asterisk (*) those publications for which reprints are attached

____ Use a plus (+) sign to identify the most important publications

____ "In-press" items must have letters or emails indicating that items have been accepted for publication, unless galley proofs are submitted. Place acceptance letters or emails behind the "in press" list in dossier.

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

___ List of grants, honors and awards, or projects (if any)

Supporting Documentation (will be returned to the department)

___ One copy of all items published or in press

___ Examples of materials developed for curriculum development and assessment needs

Dean's Office Responsibility in Assembling Dossier – The Dean's Office will submit the dossier, original and one copy to the Office of the Vice Provost. In addition, it will provide:

___ Dean's recommendation letter (if appointment approval is redelegated, Dean's comments, if any)

Revised April 25, 2007