

CHECKLIST FOR APPOINTMENT

For the following Academic Senate series:

Lecturer with Potential for Security of Employment
Lecturer with Security of Employment
Senior Lecturer with Security of Employment

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://manuals.ucdavis.edu/apm/500f.pdf>) 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 Request for Waiver of Search form **NOTE: Waivers of search can only be approved for changes from one Academic Senate title to another Academic Senate title.** A search waiver may be submitted by initiating the request through Forms On-Line (<https://academicaffairs.ucdavis.edu/tools/forms-online/index.cfm>) to the dean, include a biography form or Curriculum Vitae, and publications list(s). The Dean will add recommendation and forward to the Office of the Provost for review; the Vice Provost—Academic Affairs has approval authority.

3. ____ For a Foreign National Candidate:

Departments must consult with Services for International Students and Scholars (SISS) in a timely manner to determine the overall visa strategy for candidates who are not U.S. citizens or legal permanent residents. SISS visa processing and contact information is available at siss.ucdavis.edu.

All candidates must obtain proper nonimmigrant status (usually H-1B) before commencing employment.

Departments needing to pursue permanent residency for a foreign national candidate should consult with SISS promptly to understand the legal criteria and process, and timing issues for UCD permanent residency matters (usually outstanding professor/ researcher or labor certification).

Please note: "Special Handling Labor Certification" cases (which is often the quickest and easiest route to permanent residency) can only be filed for candidates selected after a competitive recruitment. The department must use at least one ad from a national professional journal with job title, duties, and requirements per Department of Labor regulations – and the application must be filed with the DOL within 18 months of selection. For further information please see the SISS website (http://siss.ucdavis.edu/scholars_depts/general_info/index.html).

Department responsibility in assembling dossier: The department will submit the original and two copies of the documentation, collated, to the dean's office in the order below. Forms are available at http://academicaffairs.ucdavis.edu/resources/forms_checklists/index.html.

____ Appointment Form.

____ Department recommendation, a well-documented letter containing:

- a. Concise evaluation of candidate's achievements in teaching, professional achievement and activity in the scholarship of teaching and learning, university and public service, educational leadership recognized beyond the campus, and contributions to instruction related activities as applicable.
- b. Statement delineating the academic responsibilities of the position.
- c. Report of consultation and vote of eligible faculty members in the department. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.

___ Extramural letters: Required only for appointment as Senior Lecturer with Security of Employment. (6-8 letters are normally adequate. At least three should be “arms-length”.) Include the following in the dossier:

- a. List of all referees, including academic/professional title and expertise of each referee. Upload into MIV as a Non-Redacted letter.
 - i. This list must identify those nominated by candidate and those nominated by department. If the same name appears on both lists, they will be included on the department list.
 - ii. Indicate which referees are “arm’s-length.” At least three should be “arm’s-length.”

“Arm’s-length” letters are from external referees who are independent of the appointee, who are known scholars in the field, and who are able to provide an objective evaluation of the work. Use of external referees whom the reviewers may not regard as objective or independent, either because they are too close to the appointee professionally (collaborators, thesis supervisors, personal friends, teachers, etc.) or because they have a personal relationship with the appointee, may be included if they shed light on collaborations. An effort should be made to contact individuals who have not contributed letters for prior reviews for the same candidate. It is also desirable to have some referees who are familiar with the UC rank and step system since referees from within the University (outside UC Davis) can speak to the issue of the appropriateness of the step.

NOTE: Review UCD 220 IV.F.3.d. for further information.

- b. Example of the solicitation letter. Do not include the name and address of a referee in the example. Upload into MIV as a Non-Redacted letter.
- c. The following information should be marked on each of the extramural letters.
 - i. Stamp all letters “CONFIDENTIAL”
 - ii. Each letter must be identified separately by a letter or number that corresponds to the letter or number used in a. above, to ensure confidentiality of reviewers (APM 160).
 - iii. Each letter should be identified as being from either the “candidate list” or the “department list.”
 - iv. Indicate whether the letter is “arms-length” or “not arms-length”, according to the opinion of the department chair.

NOTE: Upload the redacted and non-redacted versions of the extramural letters in MyInfoVault (MIV).

(See [APM 210](#); [APM 220-80-c](#). and [UCD 220 Exhibit B](#).)

___ List of student evaluations submitted, if any.

___ Signed Biography Form.

___ List of contributions of jointly authored works (numbering corresponds with numbering on publications list) (if applicable). Candidates can list all authors, but should only describe their own contributions to the work. An estimate of the candidate’s percent contribution to the work should not be included.

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

- a. Indicate those materials that have been added since last approved action (draw a line).
- b. 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.)
- c. Indicate with a (X) the most significant publications.
- d. Indicate with a (+) major mentoring role publications.
- e. Indicate with a (@) refereed publications.
- f. 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 into 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 to jointly authored works (numbering corresponds with numbering on publications list). Candidates can list all authors, but should only describe their own contributions and leadership role to the work. 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. An estimate of the candidate's percent contribution to the work should not be included.

___ List of honors, awards (if any)

___ List of grants (if any)

SUPPORTING DOCUMENTATION (will be returned to department after the review and decision is finalized).

___ One copy of publications, reprints, and manuscripts that are available. Identify each enclosed publication with the corresponding number on the list.

___ One copy of teaching evaluations for candidates with prior teaching experience, if available.

Dean's office will provide:

___ Dean's recommendation letter (not required for re-delegated appointment; however, dean's office should provide dean's approval letter). If the action is not re-delegated and the dean concurs with the departmental 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.