

Checklist for Appointments

For the following Academic Federation series:

Project Scientist Specialist

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

1. ___ If conducting a search, submit a completed Final Recruitment Report to the dean's office (UCD 500, <http://www.ucop.edu/academic-personnel/files/apm/apm-500.pdf>). Also attach a copy of the advertisements and the approved search plan.
2. ___ Or, if requesting a Search Waiver, submit a request through [Forms On-Line](#) to the Dean, including:
 - a. The candidate's curriculum vitae
 - b. A position description

The dean will approve the search waiver for grant funded appointments or add his/her recommendation as appropriate and forward to the Office of the Vice Provost for review and consideration.

Department will submit to the dean's office, in the order presented below, and collate each set (Redelegated Actions = an original and one copy; Non-Redelegated Actions = an original and two copies).

___ Recommended Action Form

___ Departmental letter of recommendation:

- a. Reports of consultation and vote of eligible department members consistent with the departmental voting procedures, and the date the voting procedures were approved. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.

Note: A peer group recommendation does not need to be provided for appointments but an approved peer group plan must be in place before committee review of the dossier.

- b. Analyzes the quality of the research, creative work
- c. Evaluates the professional achievement

___ Extramural letters

Note: The requirements for the number of extramural letters for each rank are listed below:

Assistant: No letters are required.

Associate: A minimum of 3 letters are required and do not need to be "arm's-length".

Specialist Full rank: A minimum of 3 letters are required and do not need to be "arm's-length".

Project Scientist Full rank: A minimum of 4 letters, including 2 "arms-length" letters.

- a. List of all referees, including academic/professional title and expertise of each referee. Upload the list of referees as non-redacted extramural letters.
 - i. This list must identify those nominated by candidate and those nominated by the department (see APM 210 and APM 220-80-c). If the same name appears on both lists, they will be included on the department list.
 - ii. Indicate which referees are "arm's-length" and which are "not arm's-length."

"Arm's-length" letters are from external referees who are independent of the appointee, who are eminent individuals 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 but are not considered "arm's-length". An effort should be made to contact individuals who have not contributed letter 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 <http://manuals.ucdavis.edu/apm/220.htm>

- b. Example of the solicitation letter. Do not include the name and address of a referee in the example solicitation letter. Upload the example solicitation letter as a non-redacted extramural letter.
- c. Stamp all letters "CONFIDENTIAL."
 - i. 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).
 - ii. Each letter must be identified as being from either the "candidate list" or the "department list."
 - iii. Indicate whether the letter is "arm's-length" or not arm's-length", according to the opinion of the department chair.

Note: Upload the redacted and non-redacted versions of the extramural letters into MIV

___ Position description indicating services expected to be performed and percentage effort expected for each activity, signed by the supervisor and the candidate. Use the sample position description on the Academic Affairs website: http://academicaffairs.ucdavis.edu/resources/forms_checklists/index.html

___ Signed Biography Form

___ Complete list of publications. List "in-press" items separately.

- 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 of jointly authored works (numbering corresponds with numbering on publication lists). Candidates can list all authors, but should only describe their own contributions to the work and leadership role. An estimate of the candidate's percent contribution to the work should not be included.

___ List of honors and awards (if any).

___ List of grants (if any).

Supporting Documentation (will be returned to department)

MIV 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.

___ One copy of publications, reprints, and manuscripts published or "in press". "In-press" items must have letters or emails indicating that items have been accepted for publication without further review attached to the manuscript, unless galley proofs are submitted. Identify each enclosed publication with the corresponding number on the publications list.

Dean's Office will submit the original and one copy of the dossier to the Office of the Vice Provost for non-redelegated actions. For redelegated actions, after the final decision has been made, the original dossier will be sent to the Vice Provost's Office as the office of record. In addition, the dean's office will provide:

___ Dean's recommendation letter (if appointment approval is redelegated, dean's comments, if any). If the action is redelegated and the dean disagrees with the recommendation of the committee the dossier is forwarded to the Vice Provost with the dean's recommendation letter for a final decision. If the dean concurs with the department recommendation on non-redelegated actions, the 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.