CHECKLIST FOR DEFERRAL

The faculty in the following series are required to submit a deferral request.

- Professor
- Professor In Residence
- Professor of Clinical ___
- Acting Professor
- Acting Professor of Law
- Supervisor of PE
- Adjunct Professor
- Agronomist (___ in AES)
- Senior Lecturer/Lecturer with Security of Employment
- Health Sciences Clinical Professor

Faculty at Professor, Step V through Above Scale and equivalent titles, Lecturers SOE, Step V through Above Scale and Senior Lecturers SOE, Steps V and Above Scale are not required to submit deferral paperwork.

Department will submit deferrals to the dean’s office, through MyInfoVault (MIV).

FIRST- AND SECOND-YEAR DEFERRALS

___ Action Form

___ Department letter. (A brief letter explaining the reason for requesting the deferral, indicating that the chair and the candidate have discussed the deferral and that the candidate is aware of what needs to be done to advance further.)

___ Signed Candidate’s Disclosure Certificate.

___ For deferrals following an unsatisfactory five year review only: Plan for progress developed by the candidate and department chair. Upload as Candidate’s Statement in MIV. If the deferral is following a previous five-year review and/or deferrals, include all plans for progress since last positive advancement.

___ For Adjunct Professor and Health Sciences Clinical Professor only: Include all forms for Notification of advancement eligibility for an Academic Federation member since last positive advancement. Upload as Candidate’s Statement in MIV.

___ OPTIONAL--Candidate’s statement (1 page).

___ Dean's final decision of deferral.

___ Dean’s office will forward to the Vice Provost – Academic Affairs for the file

THIRD-YEAR AND FOURTH-YEAR DEFERRALS

___ Action Form

___ Department letter. (A brief informative departmental letter explaining and justifying the reason for requesting a deferral.)
___ Signed Candidate’s Disclosure Certificate (Exhibit B).

___ Updated Plan for Progress developed by the candidate and department chair. Upload as Candidate’s Statement in MIV. Include all previous Plans for Progress since last positive advancement.

___ For Adjunct Professor and Health Sciences Clinical Professor only: Include all forms for Notification of advancement eligibility for an Academic Federation member since last positive advancement. Upload as Candidate’s Statement in MIV.

___ OPTIONAL—Candidate’s statement (1-5 pages only).

___ List of courses taught during the review period (if applicable).

___ Up-to-date Teaching, Advising, and Curricular Development Record (if applicable).

___ DESII report

___ 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 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 to jointly authored works (numbering corresponds with numbering on publications list(s)). Candidates can list all authors, but should only describe their own leadership role and contributions 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.

___ Dean’s final decision of deferral.

___ Dean’s office will forward to the Vice Provost – Academic Affairs for the file