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.

FIRST- AND SECOND-YEAR DEFERRALS

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

___ 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.

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

___ Dean’s approval of deferral.

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

THIRD-YEAR DEFERRALS

Third year deferrals may be submitted in MIV (preferred) or in hard copy, until further notice.

Department will submit to the dean’s office, collated and in the order presented below, (an original and 2 copies):

___ Department letter. (A brief informative departmental letter explaining and justifying the reason for requesting a deferral.)

___ Signed Candidate’s Disclosure Certificate (Exhibit B).

___ A plan for progress developed by the candidate and department chair.

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

___ Up-to-date Teaching, Advising, and Curricular Development Record.

08/08/2003, rev. 02/13/2006, rev. 06/06/2014
___ 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 office will submit original and one copy to the Vice Provost's Office, along with:

___ 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.