

CHECKLIST FOR FIVE-YEAR REVIEW

For Academic Senate series, Adjunct Professor and Professional Research series

Professor
Professor In Residence
Acting Professor of Law
Professor of Clinical ____
Professional Research
Adjunct Professor
Lecturer SOE
Sr. Lecturer SOE
Lecturer with potential for SOE
Sr. Lecturer with potential for SOE
Supervisor of Physical Education.

Review period: Since the last review (i.e., merit, promotion or five-year review).

Department letter makes one of three recommendations:

- a. Advancement. Department prepares a full merit or promotion packet.
- b. No advancement--performance satisfactory.
- c. No advancement--performance unsatisfactory.

Department will provide to the dean's office the following information through MyInfoVault (MIV).

___ Action Form

___ Department letter of evaluation:

- a. Report of the nature and extent of consultation and the vote of faculty members in the department, if required by department's voting procedures and Bylaw 55. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.
Or report of the recommendation of the chair, after meeting with the faculty member.
- b. An evaluation of teaching effectiveness, analysis of the quality of the research and an evaluation of service contributions and professional competence.
- c. Plan for progress, if recommendation is unsatisfactory.

Note: OPTIONAL – The Criteria of Scholarship should be appended to the Department letter or referred to in the Department letter.

___ Signed [Candidate's Disclosure Certificate](#).

___ If candidate has not achieved Step 5 of the full rank, include 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).
- ___ Position Description (if applicable), with a listing of percentage effort expected for each activity, signed by the department chair and candidate (Professional Research series only).
- ___ List of courses taught during the review period (if applicable).
- ___ [Teaching, Advising, and Curricular Development Record](#), (if applicable).
 - a. DESII report.
- ___ List of service activity.
- ___ 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 of jointly authored works (numbering corresponds with numbering on publications list). Identify the leadership role and contribution of the faculty member. Examples of leadership include activities such as developing the conceptual framework for the project, inventing or applying novel analytic techniques, making key discoveries, changing the interpretation of findings, and writing substantial sections of the paper. Do not describe the role of all authors. Percent of effort should not be included.

SUPPORTING DOCUMENTATION (will be returned to department).

- ___ Items published or in press during the review period. Acceptance letters or emails should be attached to the in press manuscript. Copies of submitted manuscripts may be included at the option of the candidate.
- ___ Student evaluations (one complete set of original evaluations from two courses), preferably courses with the highest enrollment and preferably representing a range of courses taught (e.g., upper division and lower division).
 - a. Numerical summaries or percentages in each rating category for all courses taught during the review period should be included with student evaluations.
 - b. Department should retain student evaluations for other courses taught during the review period and have them available if requested by review committee.

c. If Lecturer SOE or Senior Lecturer SOE, submit all teaching evaluations from all course taught during the review period.

Dean's office will provide:

___ 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.