

## CHECKLIST FOR MERITS AND PROMOTIONS

For the following Academic Federation series:

### Continuing Educator (UNEX only)

**Department Responsibility in Assembling Dossier** -The Department will submit the following documentation in MyInfovault (MIV) to the dean's office.

\_\_\_ Recommended Action Form

\_\_\_ Departmental letter of recommendation:

\_\_\_ Results of vote; In addition, all departmental letters must report that the consultation and evaluation process was performed consistently with the Peer and Voting Group procedure, and the date the procedure was approved by the Vice Provost -Academic Personnel. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.

\_\_\_ Analysis of the performance of administrative and program management skills

\_\_\_ Analysis of professional competence and summary of potential

\_\_\_ Analysis of University and public service

\_\_\_ Signed Candidate's Disclosure Certificate

\_\_\_ \* Extramural letters and Clientele letters (5-8 letters are normally adequate and do not need to be "Arm's-length"). See APM 220-80.c and UCD 220A, Exhibit F.

\* Only required for merit increase in alternate years

Include the following:

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 arms-length.

"Arms-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.

(See APM – 210; APM—220-80-c. and UCD 220 Exhibit B.)

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

\_\_\_ OPTIONAL--Candidate's statement (1-5 pages)

\_\_\_ Position description, with a listing of percentage effort expected for each activity, signed by department chair and candidate

\_\_\_ Organizational chart and explanation of candidate's role in the program and within larger unit, if appropriate

\_\_\_ List of curriculum development activities (if appropriate)

\_\_\_ List of materials developed for promoting programs (if appropriate)

\_\_\_ List of Service activity

\_\_\_ Complete list of publications (if applicable). 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 to jointly authored works (if applicable). 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 concept, 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.

\_\_\_ List of grants, honors and awards, or projects (if any)

**Supporting Documentation** (will be returned to the department)

\_\_\_ One copy of all items published or in press during the review period

\_\_\_ Examples of materials developed for promoting programs

**Dean's Office Responsibility in Assembling Dossier** – The Dean's Office will submit the dossier (original for redelegated merits, original and one copy for all other merits and promotions) to the Office of the Vice Provost. In addition, it will provide:

\_\_\_ Dean's recommendation letter (if merit approval is redelegated, Dean's comments, if any)