

## Checklist for Merits and Promotions

For the following Academic Federation series:

### Supervisor of Physical Education

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

\_\_\_ Recommended Action Form

\_\_\_ Departmental letter of recommendation:

- a. 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 Affairs. A separate Department letter is required containing the vote and comments from eligible non-senate faculty. Reasons for negative votes should be addressed in the department letter. Strongly recommend that all written comments be appended to the department letter.
- b. Evaluation of effectiveness in teaching
- c. Analysis of professional achievement in physical activities; campus intramural or recreation programs; extramural sports; or intercollegiate sports programs
- d. Evaluation of university and public service

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

\_\_\_ Extramural letters - Required for promotions, merits to Supervisor of Physical Education, Step V, and merits to first Above Scale only. (6-8 letters are normally adequate. At least three should be "arm's-length.")

- 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 they are not considered "arm's-length". 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 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 in MIV

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

\_\_\_ OPTIONAL – Diversity statement

\_\_\_ List of all Teaching Evaluations submitted

\_\_\_ Teaching, Advising and Curricular Development Record

a. DESII report.

\_\_\_\_\_ List of service activity

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

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

**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.

\_\_\_\_\_ 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). Numerical summaries or percentages in each rating category for all courses taught during the review period should be included with student evaluations. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.

**Dean's Office Responsibility in Assembling Dossier** – The dean's office will submit the dossier in MIV to the Office of the Vice Provost. In addition, the dean's office will provide:

\_\_\_\_\_ Dean's recommendation letter (if merit 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 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.