

CHECKLIST FOR PROMOTION

For Academic Senate series, Adjunct Professor series and Health Sciences Clinical Professor series:

Professor
Acting Professor of Law
Professor In Residence
Professor of Clinical ____
Acting Professor
Adjunct Professor
Lecturer with Security of Employment
Health Sciences Clinical Professor series

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

___ Action Form.

___ Departmental letter of recommendation:

- a. Report of the nature and extent of consultation and the vote of faculty members in the department. A separate department letter is required containing the vote and comments from eligible non-senate faculty for the Adjunct Professor and Health Sciences Clinical Professor series. 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 teaching effectiveness including analysis of student evaluations as well as other types of evaluation as appropriate.
- c. Analysis of the quality of the research.
- d. Evaluation of service contributions.
- e. Evaluation of professional competence.
- f. Substantive peer review of teaching. (If submitting letters from faculty, upload in MIV as Peer Evaluation of Teaching Performance.) A substantive peer evaluation by a department colleague should involve an analysis of classroom teaching, as well as an assessment of teaching materials, assignments, and examinations.
- g. For Adjunct Professors the letter should include the percent distribution of research and teaching responsibilities.

NOTE: OPTIONAL - If appropriate, the department's Criteria of Scholarship should be appended to the department letter or referred to in the department letter.

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

___ Extramural letters (6-8 letters are normally adequate. At least three should be "arm's-length.") 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 arm's-length.

“Arm’s-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. for further information on determining “arm’s-length”.

- 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 “arm’s-length” or “not arm’s-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).

NOTE: “Arm’s-length” letters are not required for any rank in the Health Sciences Clinical Professor series.

- ___ If candidate is a graduate group chair, solicit evaluation from Dean--Graduate Studies.
- ___ If this is the first action following a third- or fourth-year deferral or five-year review, include an 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).
- ___ OPTIONAL—Diversity statement
- ___ List of all student evaluations submitted. (If promotion to Senior Lecturer SOE, submit all student evaluations from courses taught during review period.)

___ [Teaching, Advising, and Curricular Development Record](#).

___ 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 revisions. Book contracts are not considered an "in press" work.

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.

___ List of honors, awards (if any)

___ List of grants (if any).

SUPPORTING DOCUMENTATION (will be returned to the 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.

___ 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 since CAPs last review should be included with student evaluations.

- b. For promotions to full rank, merits to Professor, Step VI and Above Scale provide summaries of all courses taught since CAP's last review.
- c. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.
- d. If Lecturer SOE or Senior Lecturer SOE, submit student evaluations from all courses taught during the review period; also submit all numerical summaries or percentages in each rating category from all courses taught during the review period.

Dean's office Responsibility in assembling dossier for non-redelegated actions - The dean's office will submit the dossier to the Office of the Vice Provost in MIV. 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.