CHECKLIST FOR APPOINTMENT

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

Professor
- Acting Professor of Law
- Professor In Residence
- Professor of Clinical ___
- Acting Professor
- Adjunct Professor
- Health Sciences Clinical Professor

Department responsibility in assembling dossier: The department will submit to the dean's office the following:

a. Completed Final Recruitment Report, signed and dated by the department chair. Include a copy of the advertisements and the approved plan.

or

b. If requesting a search waiver, submit a letter to the dean and include a curriculum vita and publication list. The dean will add recommendation and send to the Office of the Provost for review and approval. The search waiver must be approved before preparing the appointment dossier.

Foreign National Candidate: Departments must consult with Services for International Students and Scholars (SISS) in a timely manner to determine the overall visa strategy for candidates who are not U.S. citizens or legal permanent residents. SISS visa processing and contact information is available at [http://siss.ucdavis.edu](http://siss.ucdavis.edu).

   a. All candidates must obtain proper nonimmigrant status (usually H-1B) before commencing employment.
   b. Departments needing to pursue permanent residency for a foreign national candidate should consult with SISS promptly to understand the legal criteria and process, and timing issues for UCD Permanent Residency matters (usually outstanding professor/researcher or labor certification). For example, "Special Handling Labor Certification” cases (which is often the quickest and easiest route to permanent residency), can only be filed for candidates selected after a competitive recruitment and must be filed with the Department of Labor within 18 months of selection.

Department responsibility in assembling dossier: The department will submit the dossier to the dean’s office in MyInfoVault (MIV).

___ Appointment Form.

___ Department letter of recommendation, a well-documented letter containing:
   a. Concise evaluation of candidate’s achievements in teaching, research, and service, as applicable.
   b. Statement delineating the academic responsibilities of the position.
   c. Report of consultation and vote of eligible faculty members in the department. (UCD-220A, Exhibit D) 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.
   d. For Adjunct Professors the letter should include the percent distribution of research and teaching.

___ Extramural letters:
   - “Arms-length” letters are not required for appointments to the Assistant rank.
     o For appointments to Assistant Steps 1-3, the external letters deemed sufficient for recruitment may suffice for these proposed appointments.
     o For appointments to Assistant Steps 4-6, a minimum of 4-6 letters are adequate.
   - Appointments at the associate or full ranks require 6-8 letters with at least 3 “arm’s-length” letters.
   - “Arms-length” letters are not required for any rank in the Health Sciences Clinical Professor series.

Include the following in the dossier:

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.” At least three should be “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.

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.

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

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

____ List of student evaluations submitted, if any.

____ Signed Biography Form.

____ 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 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 (numbering corresponds with numbering on publications list). Candidates can list all authors, but should only describe their own contributions and leadership rode 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.

____ List of honors, awards (if any)

____ List of grants (if any)

**SUPPORTING DOCUMENTATION** (will be returned to department after the review and decision is finalized).

____ One copy of publications, reprints, and manuscripts that are available. Identify each enclosed publication with the corresponding number on the list.

____ One copy of teaching evaluations for candidates with prior teaching experience, if available.

Dean's office will provide:

____ Dean's recommendation letter (not required for re-delegated appointment; however, dean's office should provide dean's approval letter). If the action is not redelegated and the dean concurs with the departmental 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.