

**CHECKLIST OF DOCUMENTS FOR ACADEMIC REVIEW FILES**

Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Please see timeline for specific due dates. No professional activities to occur after October 15<sup>th</sup> should be listed for this cycle.

*For the AdHoc committee's review and for the official file,*

***The Faculty Member should provide:***

<input type="checkbox"/>	1. Bio-Bib Form UPDATED for current review period and signed
<input type="checkbox"/>	2. Candidate's Self-Evaluation (optional)
<input type="checkbox"/>	3. A full set of syllabi from the review period—or whichever syllabi the faculty member deems most important (For use as teaching evidence).
<input type="checkbox"/>	4. Sabbatical Leave Report (if any)
<input type="checkbox"/>	5. Copies of Publications (in a separate folder marked with numbers corresponding to the biblio.)
<input type="checkbox"/>	6. One copy of your academic CV (career-review files only, for file and referees)
<input type="checkbox"/>	7. Any supporting materials you wish to include*

***The Academic Files Coordinator will provide:***

<input type="checkbox"/>	8. UC Academic History
<input type="checkbox"/>	9. Teaching Evaluations: Stat reports and CAPE page(s)
<input type="checkbox"/>	10. A copy of the courseload form for candidate to sign. (The updated versions will be available 9/1.)

***If the candidate, ad hoc, and chair agree a career review is in order (promotion, to Professor Step VI, or to AS), the Faculty Member should provide the Academic Files Coordinator with:***

<input type="checkbox"/>	11. A list of Candidate-recommended referees for external referee solicitation (the AdHoc will also need to supply the department recommendations)
<input type="checkbox"/>	12. A list of Candidate-recommended students (preferably ex-grad students in Academe) for the department to solicit.

\*See attached list for recommendations of support materials by file

**Recommended Additional Supporting Documentation for Files Other than Standard Merit files:**

	<b>Additional requirements by review type:</b>					
	<b>Appraisal &amp; Promotion Assessment Files:</b>	<b>No Change Files</b>	<b>Promotions to Tenure:</b>	<b>Crossover Merit</b>	<b>Promotions to Full:</b>	<b>Advancements to Professor, Step VI or A/S:</b>
<b>Supporting Required by Dept/Admin.</b>	<ol style="list-style-type: none"> <li>1. Dissertation copy (mandatory)</li> <li>2. Copy of all publications, esp. all those since date of hire</li> <li>3. Copy of any works in progress (to be listed in Section C of the bibliography).</li> <li>4. Statement of Direction of research since the dissertation</li> </ol>	<ol style="list-style-type: none"> <li>1. All publications since last review (not to be counted at the time of this review)</li> <li>2. Formal or informal segment of discussion in Candidate statement specifying reason for no-change file at this time and indicating research plans for coming review period.</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of all publications since date of hire.</li> <li>2. Copy of Tenure Manuscript (preferably in proofs or final version)</li> <li>3. Copy of Dissertation</li> <li>4. Copy of publishing contract if book has not yet come out.</li> <li>5. Statement regarding new research or piece of next major project.</li> <li>6. List of official candidate recommendations and contact information for external referees (phone, email, address) and student solicitations (email)</li> <li>7. Reader's Reports from publishing press if book has not yet come out.</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of all publications in recent review period and a substantive piece of the manuscript in progress. This would usually entail an abstract and several completed chapters.</li> </ol> <p>See files coordinator for details.</p>	<ol style="list-style-type: none"> <li>1. Copy of selected prestigious publications, since start of career--or all publications.</li> <li>2. Copy of Manuscript (or work justifying promotion) in proofs or published format</li> <li>3. Copy of publishing contract if book has not yet come out.</li> <li>4. List of official candidate recommendations and contact information for external referees (phone, email, address) and student solicitations (email)</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of selected prestigious publications since start of career--or all publications.</li> <li>2. Copy of Manuscript (or work justifying advancement) in proofs or published format</li> <li>3. Copy of publishing contract if book has not yet come out.</li> <li>4. List of official candidate recommendations and contact information for external referees (phone, email, address) and student solicitations (email)</li> </ol>
<b>Supporting: (strongly recommended)</b>	<ol style="list-style-type: none"> <li>5. Portion of tenure manuscript (Generally ½ or more of manuscript for 4th year appraisal and entire or most of entire manuscript for 6<sup>th</sup> Year Promotion Assessment Review)</li> </ol>	<ol style="list-style-type: none"> <li>3. Collected reviews of past book/s and articles</li> <li>4. Documentation of impact of previous work—lists of citations, etc.</li> </ol>	<ol style="list-style-type: none"> <li>8. Sample from next project and Abstract, to be used in Section C, Works in Progress</li> </ol>	<ol style="list-style-type: none"> <li>2. Clear documentation as to what has been completed since the time of last review.</li> </ol>	<ol style="list-style-type: none"> <li>5. Sample from next project and Abstract, to be used in Section C, Works in Progress</li> <li>6. Any desired documentation on invited lectures, service to dept. and university, teaching effectiveness, etc.</li> </ol>	<ol style="list-style-type: none"> <li>5. Any desired documentation on invited talks, service related activities, teaching effectiveness tools, thanks ltrs. from admin or external sources, students, etc.</li> <li>6. List of citations of your earlier work, for impact</li> <li>7. Part of next book and abstract</li> </ol>
<b>Supporting: (if available)</b>	<ol style="list-style-type: none"> <li>6. Provisional or Binding Book Contract</li> <li>7. Official documents or letters of notification for fellowships and awards</li> <li>8. Additional service documentation or letters of thanks from administration, external sources, students, etc.</li> </ol>		<ol style="list-style-type: none"> <li>9. Any desired documentation on invited lectures, service to dept. and university, teaching effectiveness, etc.</li> <li>10. Official documents or letters for fellowships and awards</li> </ol>	<ol style="list-style-type: none"> <li>3. Any desired documentation on invited lectures, service, teaching effectiveness, etc.</li> <li>4. Official documents or letters for fellowships and awards</li> <li>5. List of citations of earlier work, if applicable (for use RE projected impact of scholarly work)</li> </ol>	<ol style="list-style-type: none"> <li>8. Reviews of previous book/s</li> <li>9. Official documents or letters for fellowships and awards</li> <li>10. List of citations of your earlier work, if applicable (to be used as support for impact of career-wide scholarly work)</li> </ol>	<ol style="list-style-type: none"> <li>7. Articles/Books about you.</li> <li>8. Folder of invitations to apply for external positions</li> <li>9. Official documents or letters of notification for fellowships and awards</li> <li>10. Reviews of previous books</li> </ol>