

CHECKLIST OF DOCUMENTS FOR ACADEMIC REVIEW FILES

Name: _____ Academic Year: _____

Please see timeline for specific due dates. No professional activities to occur after October 15th 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 (Include bio bib numbering, for Ad Hoc and Chair use only unless faculty being reviewed says otherwise.)
<input type="checkbox"/>	3. A full set of syllabi from the review period (For use as teaching evidence, please include Grad and Undergrad, Please Send in PDF format).
<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 biobib, Please send in PDF Format)
<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*- Please send in PDF Format

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