CANDIDATE NAME	
DEPARTMENT	

GENERAL FILE STRUCTURE	COMPLETE
-Review and confirm file documents are in proper file order.	☐
-Create and validate bookmarks for any material added by APS.	☐

APPOINTMENT FILES	☐N/A	COMPLETE	N/A
-Verify completion and inclusion of a Mid-year Election Form		☐	☐
-Redact previous employment salary and verify it is not included		☐	

JOINT APPOINTMENTS/REVIEWS	☐N/A	COMPLETE	N/A
-Verify inclusion of MOU		☐	☐
-Verify applicable departments and Deans have reviewed the file		☐	

FILE SUMMARY FORM		COMPLETE	N/A
-Verify inclusion		☐	
-Verify congruent with department and Dean letter (action, approvals)		☐	
-Verify vote is entered and meets 50% requirement		☐	☐
-Verify form accuracy (salary, OS/AS calculations, effort, scale, years at rank/step, etc.)		☐	

UC EMPLOYMENT HISTORY FORM	☐N/A	COMPLETE
-Verify inclusion		☐

DEAN/AVC LETTER	☐N/A	COMPLETE	N/A
-Verify inclusion		☐	
-Verify congruent with File Summary Form		☐	
-Verify referees are not identified by name		☐	☐

CHAIR INDEPENDENT LETTER	☐N/A	COMPLETE
-Verify inclusion		☐

DEPARTMENT LETTER		COMPLETE	N/A
-Verify inclusion		☐	
-Verify congruent with File Summary Form		☐	
-Verify appendixes or attachments are included		☐	☐
-Verify referees are not identified by name		☐	☐
-Verify mentor identified for Assistant Teaching Professor and Assistant LRF appointment		☐	☐

CERTIFICATIONS (CURRENT UC EMPLOYEES ONLY)	☐N/A	COMPLETE	N/A
-Verify inclusion		☐	
-Verify dates are in alignment with dates on reviewer recommendation		☐	
-Verify inclusion of a candidate response		☐	☐

AD HOC COMMITTEE REPORT	☐N/A	COMPLETE
-Verify inclusion		☐

REFEREE ID LIST, SOLICITATION & REFEREE LETTERS	☐N/A	COMPLETE
-Verify inclusion		☐
-Verify the requisite number of letters are included (3 or 5)		☐

BIOGRAPHY/BIBLIOGRAPHY	COMPLETE	N/A
-Verify inclusion	☐	
-Confirm personal data on Biography/CV is redacted	☐	
-Verify e-pub hyperlink is functional	☐	☐

TEACHING	☐N/A		COMPLETE
-Verify inclusion			☐

PREVIOUS REVIEW FILE	☐N/A		COMPLETE	N/A
-Verify transmission to Committee			☐	
-If previous review salary only action, send previous normal review file			☐	☐

RECONSIDERATION/ ADDITIONAL INFORMATION	☐N/A		RECON	ADDL	N/A
-Verify inclusion of updated File Summary Form labeled "RECON" of "ADDL"			☐	☐	
-Verify inclusion of Department letter			☐	☐	☐
-Verify inclusion of Dean/AVC letter or signature endorsement			☐	☐	☐
-Verify inclusion of Certification 3 (Interfolio Files) or Certification C (Paper Files) and date alignment with reviewer recommendation dates			☐	☐	☐
-Verify inclusion of referenced or submitted supporting documentation			☐	☐	☐
-Verify inclusion of requested additional information			☐	☐	☐
-Integrate Reconsideration/Additional Information into the original file with the addition and verification of bookmarks			☐	☐	☐

INITIAL REVIEW	
AP PREPARER NAME	
AP PREPARER SIGNATURE	
DATE	

RECON REVIEW	
AP PREPARER NAME	
AP PREPARER SIGNATURE	
DATE	

ADDL REVIEW	
AP PREPARER NAME	
AP PREPARER SIGNATURE	
DATE	