

CANDIDATE NAME	
DEPARTMENT	

GENERAL FILE STRUCTURE	COMPLETE
-Verify the file components have been assembled in the proper order	<input type="checkbox"/>
-Create and validate bookmarks	<input type="checkbox"/>

APPOINTMENT FILES	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify file includes the Biography/Academic Personal Data Form		<input type="checkbox"/>	
-Verify the Appointment Summary Form is included and accurately states the following:		<input type="checkbox"/>	
• Highest degree completed		<input type="checkbox"/>	
• Present status and proposed title, rank, step, salary, effective date		<input type="checkbox"/>	
-Verify inclusion of the Mid-Year Election Form		<input type="checkbox"/>	<input type="checkbox"/>
-If current/previous UC employee:			<input type="checkbox"/>
• Calculate the number of service years applicable toward an eight year limit proposed title		<input type="checkbox"/>	<input type="checkbox"/>
• If candidate has prior UC Academic Employment History at UCSD or any UC campus, include appointment dates, title, step, rank, % time, and department		<input type="checkbox"/>	<input type="checkbox"/>
-Department letter should identify a mentor for Assistant Teaching Professors and Ladder Rank Assistant Professor appointments		<input type="checkbox"/>	<input type="checkbox"/>
-Department letter should review and discuss the recruitment process		<input type="checkbox"/>	

JOINT APPOINTMENTS/REVIEWS	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion of MOU		<input type="checkbox"/>	<input type="checkbox"/>
-Home department has coordinated file with joint department counterparts		<input type="checkbox"/>	

FILE SUMMARY FORM	COMPLETE	N/A
-Verify inclusion	<input type="checkbox"/>	
-Verify the applicable action has been selected	<input type="checkbox"/>	
-Specify if advancement is "Normal" or "Accelerated"	<input type="checkbox"/>	<input type="checkbox"/>
• If Accelerated, specify number of acceleration years	<input type="checkbox"/>	<input type="checkbox"/>
-Verify "Present Status" and "Proposed Status" are complete and consistent with the department letter	<input type="checkbox"/>	
-Verify the proper department chair signature approvals are documented	<input type="checkbox"/>	

VOTE (FILE SUMMARY FORM)	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify the department vote is properly documented		<input type="checkbox"/>	
• Meets quorum requirements		<input type="checkbox"/>	
• Complies with Academic Senate Bylaw 55, department bylaws, and PPM		<input type="checkbox"/>	
• Senate and Non-Senate Votes reported separately		<input type="checkbox"/>	<input type="checkbox"/> N/A

UC EMPLOYMENT HISTORY FORM	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Verify all relevant data is accurate and documented (appointment dates, title, step, % time, department name, etc.)		<input type="checkbox"/>	
-Leave and Sabbatical history listed and includes periods without pay during the review period		<input type="checkbox"/>	<input type="checkbox"/>
• Complete sabbatical and leave history listed for the candidate's review period		<input type="checkbox"/>	
-Accelerated merit advancement annotated with and asterisk (*)		<input type="checkbox"/>	<input type="checkbox"/>

CHAIR INDEPENDENT LETTER	<input type="checkbox"/> N/A	COMPLETE
-Verify inclusion		<input type="checkbox"/>

DEPARTMENT LETTER	COMPLETE	N/A
-Verify inclusion	<input type="checkbox"/>	
-Proposed status is properly stated including title, rank, step, salary, and effective date	<input type="checkbox"/>	
-Ensure department criteria for the proposed action is addressed	<input type="checkbox"/>	
-Verify vote discussion, degree of consultation, and results are provided	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Explanation for negative, abstentions, and absences 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Verify the vote complies with PPM policy and Academic Senate Bylaw 55 	<input type="checkbox"/>	<input type="checkbox"/>
-Note Conflicts of interest in the file	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure the file author has not collaborated with the candidate within the past 5 years 	<input type="checkbox"/>	<input type="checkbox"/>
-Evaluates the candidate's qualifications and effectiveness in the following areas:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Research & Creative Activities 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Describe and evaluate the research and other creative activity and its impact his/her respective field 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Indicate journal and conference proceeding standings 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Indicate whether journals are refereed and their rate of acceptance/rejection 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Discuss candidate's success in obtaining funding for research and other creative activities 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Indicate the candidate's grant-related roles 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Teaching Activities 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Discuss teaching effectiveness 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Discuss any problems in the area of teaching and specify performance improvement plans 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Compare candidate's teaching load to normal departmental teaching load 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Service 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Describe candidate's professional achievements 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Describe the nature and quality of the service contributions 	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATIONS (CURRENT UC EMPLOYEES ONLY)	<input type="checkbox"/> N/A
<p style="text-align: center;">-Interfolio-</p> <ul style="list-style-type: none"> Verify Inclusion: Certification 1A <input type="checkbox"/> Certification 1B <input type="checkbox"/> N/A Certification 2 <input type="checkbox"/> 	<p style="text-align: center;">-Paper Files-</p> <ul style="list-style-type: none"> Verify Inclusion: Certification A <input type="checkbox"/> Certification B <input type="checkbox"/>

AD HOC COMMITTEE REPORT	<input type="checkbox"/> N/A	COMPLETE
-Verify inclusion		<input type="checkbox"/>
-Review for any conflicts of interest		<input type="checkbox"/>
-Ensure the file author has not collaborated with the candidate within the past 5 years		<input type="checkbox"/>
-Ad Hoc Letter is signed by all committee members		<input type="checkbox"/>

REFREEE ID LIST & SOLICITATION LETTERS	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Verify solicitation letters include confidentiality statements		<input type="checkbox"/>	
<ul style="list-style-type: none"> Include which referee received which solicitation letter if different letters were distributed 		<input type="checkbox"/>	<input type="checkbox"/>
-Review for any conflicts of interest (collaboration within that past 5 years)		<input type="checkbox"/>	

REFREEE LETTERS	<input type="checkbox"/> N/A	COMPLETE	N/A
- Ensure referee letters are properly labeled with their corresponding Referee ID List letter (e.g A, B, C, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
-Verify external referees are independent		<input type="checkbox"/>	
-Verify the requisite number of letters are included (3 or 5)		<input type="checkbox"/>	
-Verify the majority of external referees were selected by the department		<input type="checkbox"/>	
-Ensure referees are not identified anywhere in the file other than by their designated letter from the Referee ID list		<input type="checkbox"/>	

BIOGRAPHY/BIBLIOGRAPHY	COMPLETE	N/A
-Verify inclusion	<input type="checkbox"/>	
-Verify updates to reflect new work completed during the review period	<input type="checkbox"/>	
• Do not include work completed after October 15 th	<input type="checkbox"/>	
-Ensure line placement is correct	<input type="checkbox"/>	
-Verify the form is sign and dated by the employee/candidate	<input type="checkbox"/>	
-Publications numbered to correspond with their entry on the Bibliography	<input type="checkbox"/>	
• Verify consistent numbering to correspond with Bibliography entries	<input type="checkbox"/>	
-As applicable, all new items in Section A of the bibliography should be submitted and the corresponding citation marked with an asterisk (*) on the bibliography	<input type="checkbox"/>	<input type="checkbox"/>
-If career review, all significant career publications should be submitted and the corresponding citation on the bibliography marked with an asterisk	<input type="checkbox"/>	<input type="checkbox"/>
• If publications are submitted by way of an online hyperlink, verify links are functional	<input type="checkbox"/>	<input type="checkbox"/>
• If using Dropbox, confirm Dropbox does not have an expiration date	<input type="checkbox"/>	<input type="checkbox"/>

TEACHING	<input type="checkbox"/> N/A	COMPLETE	N/A
-Verify inclusion		<input type="checkbox"/>	
-Confirm accuracy of course load forms		<input type="checkbox"/>	
• If your dept./Div. does not use course load forms, specify the forms being submitted in the space below:			
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>			
- Review Undergraduate, including student comments		<input type="checkbox"/>	
- Review Graduate evaluations, including student comments		<input type="checkbox"/>	
- If applicable, include memo explaining any missing evaluations		<input type="checkbox"/>	
- Check that student reviewers are not identified		<input type="checkbox"/>	<input type="checkbox"/>
- If applicable, ensure "non-confidential" documents are labeled as "non-confidential"		<input type="checkbox"/>	<input type="checkbox"/>

RECONSIDERATION/ ADDITIONAL INFORMATION	<input type="checkbox"/> N/A	RECON	ADDL	N/A
-Verify inclusion of labeled and updated File Summary Form		<input type="checkbox"/>	<input type="checkbox"/>	
-Verify inclusion of Department letter		<input type="checkbox"/>	<input type="checkbox"/>	
-Verify inclusion of Certification 3 (Interfolio Files) or Certification C (Paper Files) and date alignment with reviewer recommendation dates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of referenced or submitted supporting documentation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-Verify inclusion of requested additional information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INITIAL REVIEW	
DEPT PREPARER NAME	
DEPT PREPARER SIGNATURE	
DATE	

RECON REVIEW	
DEPT PREPARER NAME	
DEPT PREPARER SIGNATURE	
DATE	

ADDL REVIEW	
DEPT PREPARER NAME	
DEPT PREPARER SIGNATURE	
DATE	