

## Departmental Checklist for Initial and Continuing Appointment/Merit Review Files

This checklist is to outline the documents required for Initial Continuing Appointments and Merit Review files for Continuing Lecturers in Unit 18 (NSF).

Department will submit the following file documents in this order to the cognizant dean's office:

\_\_\_ Summary Form: Verify Information is complete and accurate, and consistent with the Academic Biography and Bibliography packet and the departmental recommendation letter.

- o Ensure accuracy of Unit 18 quarter count within the department. [Initial Continuing appointment shall commence at the start of the 19<sup>th</sup> quarter (see Article 7b.A8)]
- o Courseload value greater or less than 1.0 (not including first-time teaching or high enrollment): Verify instructional workload value for course has been approved by the dean. (see Article 24)

\_\_\_ UC Academic Employment History

\_\_\_ Departmental recommendation letter, which will include a discussion of:

- o Departmental Vote (Initial Continuing Appointment only)
- o Explain negative votes, abstentions and absences
- o Instructional Need (Initial Continuing Appointment only)
- o Teaching responsibilities/assignment
- o Instructional workload calculation/ average percent of base appointment
- o Salary/Merit Increase (normal merit is 6%)
- o Excellence Review Committee membership, recommendation/findings
- o Evaluation of teaching excellence, effectiveness and pedagogy
- o Analysis of student evaluations as well as other types of evaluations where appropriate, which may include classroom visitations, extramural letters, unsolicited evaluations

\_\_\_ Certifications A & B (C if applicable) – Verify dates, refer to process handout for appropriate timing of signatures  
<http://aps.ucsd.edu/files/proc-manual/file-prep-worksheet-reviews.pdf>

\_\_\_ Excellence Review:

- a. Initial Continuing Appt: An Excellence Review Committee will evaluate academic qualifications or performance of the appointee for the purpose of consideration of an Initial Continuing Appointment made on the basis of demonstrated excellence per the criteria in Article 7b.E.
- b. Normal Merit: <sup>1</sup>The Department shall provide an evaluation of the academic qualifications or performance of the Continuing appointee on the basis of *continued* demonstrated excellence per the criteria in Article 7b.E.

\_\_\_ Candidate's Self Evaluation (optional)

\_\_\_ Solicitation Letter (optional)

\_\_\_ Referee ID list (optional)      \_\_\_ Referee Letter(s) (optional)

\_\_\_ Courseload and Student Direction Form (signed by candidate)

For Initial Continuing Appointments: List all courses taught since first employment

For Merit Review files: List all courses taught since last merit review

\_\_\_ Teaching Evaluations (DO NOT SUBMIT RAW DATA: MUST BE SUMMARIZED)

For Initial Continuing Appointments: All teaching evaluations since first employment in that department/program

For Merit Review files: Teaching evaluations since last merit review in that department/program

\_\_\_ Example of Syllabus for each course taught in that department/program

\_\_\_ Other supporting documentation of teaching effectiveness provided by candidate (optional)

\_\_\_ Academic Biography/Bibliography packet signed by candidate (be sure current format is being used)

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<sup>1</sup> A Department Excellence Review Committee is not required. Changes to departmental review procedures shall be provided to the Union at least a month prior to finalization.

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\_\_\_\_ Evidence of an approved search report or waiver.

**Note: Initial Continuing Appt file documents require campus review and Merit files are dean authority both can be submitted electronically or through Interfolio to the dean's office. Dean's AP staff assume full responsibility for data entry into AP Data for all dean authority actions only.**