

Date Prepared:

Promotion to or Merit Within: Full/Associate Project

COE Document Checksheet

(See APM 311) Project series titles are given to those appointees who make significant and creative contributions to a research or creative project in any academic discipline. Ordinarily, appointees in this series this will carry out research with supervision by a member of the Professor or Professional Research series.

NAME: DEPARTMENT: EFFECTIVE DATE:

REQUESTED TITLE: STEP: PERCENTAGE: ANNUAL SALARY:

PRESENT TITLE: STEP: PERCENTAGE: ANNUAL SALARY:

CHECK LIST: (Each Item should be checked)

- Director/Chair's recommendation and/or concurrence should include:
 - 1) Report on research and/or creative work, including:
 - a) Appraisals of research publications or other creative work appearing in the scholarly and critical literature since last review (if any).
 - b) Single out and evaluate extent of the candidate's contribution to collaborative work or co-authored publications.
 - c) Assessment of work in progress, whenever possible
 - d) Impact of achievements on candidate's field.
 - e) National or international reputation.
 - f) Ranking in the field in comparison with others of the same employment status and years of experience.
 - 2) Report on special honors and awards, if any.
 - 3) If off-scale salary is recommended, state reasons.
 - 4) If acceleration is recommended, state justification.
 - 5) Fairness Safeguard Statement
 - Departmental committee report, if any
 - Candidate's contribution, if any
 - Supporting letters, if any (must be solicited under UCB Confidentiality Policy).
 - a) Copy of solicitation letters
 - b) Table of Recommenders and codes
 - Updated Biography (Form 1501 is preferred)
 - Updated Bibliography (Please indicate which publications are new since last review and separate journal publications from papers and reports & refereed and non refereed)
 - Reviews of candidate's publications (if any), and then only those published since last review (number each and create table)
 - Publications (number each one and provide a table)

Promotion and Merit request should be submitted by the deadline specified on the COE Calendar. Any request submitted after the deadline must include an explanation of lateness.

Explanation of Lateness