

Date Prepared:

Promotion to or Merit Within: Full/Associate Research

Document Checksheet #F-2

(See APM 310) Professional Research Titles are given to those who hold the Ph.D. or equivalent degree, who engage personally and directly in research to foster the generation of new information, ideas, and other creative work which can be shared through publication.

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.
- 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). Extramural letters are necessary to document the distinction needed for advancement to Step VI of the series

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