AP file checklist - Department

CANDIDATE NAME

FIRST STEPS:

- Conflict of Interest: https://ap.uci.edu/policies-procedures/app/1-12/coifaq/
- Confirm proposed action in Scholar Steps
- As needed, use a surrogate/acting Chair and/or Dean

AP-10 (AP-10 DD- *teaching only*):

- Review period dates -confirm it is correct: https://ap.uci.edu/policies-procedures/app/reviewperiods/#
- Activities are within the review period dates
- No student names and/or identifying information is given towards inclusive excellence. Instead provided a description of specific activities designed to increase equity be more inclusive or explicitly work towards the success of underrepresented community members: https://ap.uci.edu/faculty/guidance/ieactivities/

Section I – Previous applicable employment

Academic position dates are correct (can verify against the CV and prior reviews)

Section II – Teaching Activity during review period

Courses Taught:

- o Underline denotes a regular course (not 199, 299, etc.)
- o Asterisk * denotes there is an associated eval
- o List must match the order of the teaching evals

Section III – Research and Creativity during review period - (may need to refer back to the prior review)

- A. Publications and Creative Activity **not Credited in Prior Review**:
  - o Within review period
  - o If forthcoming, the acceptance should be the 1st page
  - o check that they were not previously submitted
  - o % contribution
  - o Labels match the CV
- B. Publications and Creative Activity **previously submitted in Prior Review**:
  - o Within the review period
  - o Labels match the CV
  - o % contribution
  - o Do not list any work already credited for the last promotion or advancement (Professor VI, A/S)

CV:

- Publication labels match the AP-10 or AP-10DD
- If using the AP-DD for a DD file, highlight all NEW material since last review period

TEACHING EVALUATIONS:

- Used as 1st piece of Evidence of Teaching Effectiveness
- Should match the order of the courses taught is on the AP-10 or AP-10DD
- Marked with asterisks* on the AP-10 or AP-10DD

STATEMENTS:

Do not exceed 3 pages:

CANDIDATE NAME

- Self-statement
- Reflective Teaching Statement (2nd piece of Evidence of Teaching Effectiveness)
- Research Statement
- Service Statement
- Inclusive Excellence Statement

SABBATICAL REPORT:

REQUIRED if a sabbatical was taken during the review period, a sabbatical report must be included

DEPARTMENT/CHAIR'S LETTERS:

- Use AP-12 (there is a character count) for normal merit or 1st No Change
- Do not exceed 3 pages
- Matches proposed action
- Signatures
- MCAs - in all letters: outline the standards, or expectation that the candidate should focus on before coming up to tenure
    - Separate letter for accompanying merit
- CER with a merit – 2 letters: 1 for the merit and 1 for the CER

REVIEW SUMMARY:

Scholar Steps:
- Proposed Salary – make sure to select the current appointment using the current scale
- Department vote is entered for Senate Faculty
    - Include # of eligible
    - Note the # of Assistant Professor, Associate Professor and Professor votes
    - Confirm vote count is correct
- End date: for:
    - Assistant Professor (2 years from effective date of proposed merit/reappointment)
    - Associate Professor and Professor is indefinite
    - End date for continuing lecturer (3 years from effective date of proposed merit)

Paper files:
- use AP-22, Academic Personnel Action Summary:
- Enter present and proposed status
- Department vote will be recorded in a separate document

Notes:
- For MCA: Include votes for CER and a separate vote for merit
- For CER: Merit/Promo vote MUST occur 1st and the CER vote MUST occur 2nd

MCA

- https://ap.uci.edu/policies-procedures/app/3-50/#
- Confirm that there is a vote for the MCA (positive, provisional positive, guarded, negative)
- 2 letters: 1 for the MCA and 1 for the merit

EXTERNAL LETTERS – FOR PROMOTION OR ADVANCEMENT TO ABOVE SCALE FILES:

- https://ap.uci.edu/2019/09/04/external-letters-advancement-promotion/
- Need 4-5 external letters
- 3 must be department nominated and non-conflicted

	• Letter writer must be at or above rank of the proposed action • Include Solicitation letter **AP-11:** • Labeled and with most recent letter listed first, 2nd listed next, etc. • review the non-conflicted vs conflicted • Listing of brief qualifications, optional - link to bio
CER:	
	• https://ap.uci.edu/programs/career-equity-review/ • Paper file • AP-52 authorization form • AP-52A checklist • Take the merit/promotion/advancement vote 1st and the CER 2nd • Order the file correctly – contact your Analyst
POSTPONEMENT – ASSISTANT PROFESSORS:	
	• https://ap.uci.edu/policies-procedures/app/3-50/# • AP-38 checklist

Key resources:
- **Types of Action: https://ap.uci.edu/policies-procedures/app/3-40/**
- **Merits and Promotion file Documentation for Academic Senate Titles: https://ap.uci.edu/policies-procedures/app/3-60/**
- **Guidance for Faculty Preparing Files: https://ap.uci.edu/faculty/guidance/**
- **External letters: https://ap.uci.edu/2019/09/04/external-letters-advancement-promotion/**