UC RIVERSIDE | Office of Academic Personnel

CHECKLIST OF DOCUMENTS FOR REAPPOINTMENT

Name: _____   Department: _____

See The CALL for details on how to complete these required parts of the review.

- ☐ A   Checklist of Documents in File
- ☐ B.   Signed Procedural Safeguards Statement
- ☐ C.   Signed Candidate Statement for Conflict of Commitment
- ☐ D.   Department Chair's Letter *(optional) (confidential)*
- ☐ E.[1]   Departmental Recommendation Letter *(must include vote)*
- ☐ F.[1]   Minority Report *(if applicable)*
- ☐ G.[1]   Candidate's response to the Departmental Recommendation Letter *(optional)*
- ☐ H.[1]   Candidate's Self-Statement *(optional but strongly encouraged)*
- ☐ I.   Candidate's Response to material in the file *(optional)*
- J.[2]   Student Letters Evaluating Teaching *(required if non-confidential teaching evaluations are not provided)*
  - ☐ Solicitation letter or statement as to how obtained
- ☐ K.   Current Bibliography of Publications/Creative Activity
- ☐ L.[3]   Bibliography
- ☐ M.   Difference List with items to be credited since last advance or appointment *(optional)*
  - ☐ Difference List Cover Sheet *(optional)*
- ☐ N.[3]   Professional Activity and Service *(not applicable for SOE Series)*
- ☐ O.[4]   Professional Achievement and Service *(since appointment)*
- ☐ P.[3]   University and Public Service
- ☐ Q.[3]   Grant Activity
- ☐ R.[3]   Teaching Information Form
- ☐ S.[3]   Student Evaluation of Teaching
- T.[4]   Classroom Observations *(since appointment)*
- ☐ U.   Letters from Other Departments/ Programs/ Institutes/ Centers *(optional)*
- ☐ V.   Other - Confidential *(specify item(s) below)*:
  _____
- ☐ W.   Other - Non-confidential *(specify item(s) below)*:
  _____

[1] See The CALL for page limitations
[2] Indicate # included
[3] Since appointment
[4] For Lecturer with Security of Employment Series only

FILE TRACKING

Description	Date	Initials	Comments
File received in Dean's Office			
File received in APO			
File sent to CAP			
Final decision received in APO			
Announcement date			

Additional Remarks (if applicable): Attach a separate sheet