UC RIVERSIDE | Academic Personnel Office

FACULTY MERIT CHECKLIST

The following is intended as a guide to assist individual faculty members in compiling information and documents for the review dossier.

Cumulative publications
- [ ] Organize into logical groupings (e.g. technical peer-reviewed journals, book chapters, etc.)
- [ ] Include all published work, including in press and accepted papers
- [ ] In press and accepted papers: indicate number of pages
- [ ] Can list submitted papers if desired: include date of submission

Difference List (publications since time of submission of last merit file)
- [ ] List must correspond exactly to cumulative publication list
- [ ] Include a description on all multi-authored papers of the following: identity of each author (e.g. my postdoc, off-campus collaborator, etc.), and your contribution to the publication
- [ ] Abstracts may be presented here if desired
- [ ] Keep copies of all publications in central location. These must be turned in with the file.

Professional Presentations (since time of submission of last merit file)
- [ ] Talks given by you, where, when, and what occasion, and nature of invitation (invited, plenary, keynote, etc.)

Contracts and Grants (since time of submission of last merit file)
- [ ] Indicate your status (PI, etc.), amount, title, granting agency, and period of award
- [ ] Can include pending and rejected if desired

Awards and Honors (since time of submission of last merit file)
Service and Professional Activity (since time of submission of last merit file)
- [ ] Organize into Department, Campus, State, National, etc.
- [ ] Include all committee assignments, panels, editorial activity, etc.
- [ ] Indicate reviewing responsibilities (journals and proposals)

Teaching
- [ ] Course evaluations
- [ ] Graduate students supervised
- [ ] Graduate committees served on
- [ ] Undergraduate researchers or interns
- [ ] Exceptional activity (new course development, etc.)

Self-Statement
- [ ] Although not required, the self-statement is strongly recommended
- [ ] For merits, it should cover the period since last advance
- [ ] Detailed discussion of the significance of the research in understandable language is important
- [ ] Self-statement can be a place to discuss aspects of the file that need explaining (e.g. gaps in publication, poor teaching performance, etc.)
- [ ] Update this statement continuously

Optional Additional Material
- [ ] Description of journals published in and their relative importance or impact
- [ ] Supporting material that relates to reputation or performance (thank you letters, etc.)

Suggestions for Good File Keeping

- ☐ Update your file continuously
- ☐ Do your own proofreading and consistency checks
- ☐ Turn in well-organized file well ahead of deadline
- ☐ Keep a complete backup copy of the file so you will know what to include in the next cycle