

**CHECKLIST OF DOCUMENTS FOR APPOINTMENTS
(VPAP, PEVC, CHANCELLOR Final Decision Authority)**

Name: _____ Department: _____

Instructions

- This checklist and all required attachments must be uploaded in eFilePlus.
- For details on requirements and page limitations, see [The CALL](#) and the [Academic Hiring Toolkit](#).
- Final decision authority is outlined in the [Delegation of Authority Chart](#).

☐ **Verify Completed Search Report: While not forwarded with the appointment file, a completed search report must be in UC Recruit for all appointments.**

Enter: JPF# _____ or SWR# _____

- ☐ A. Signed Start-Up Letter
- ☐ B. Dean's Approval initial on Cover Sheet or Dean's Letter
- ☐ C. Department Chair's Letter (*Confidential, Optional*)
- ☐ D. Departmental Recommendation Letter (*Must include vote; see The CALL for page limits.*)
- ☐ E. Minority Report (*If applicable; see The CALL for page limits.*)
- ☐ F. Curriculum Vitae (CV)
- ☐ G. Bibliography of Publications/Creative Activity (*Must be current and follow UCR format.*)
- ☐ H. Teaching Evidence (*if applicable*)
- ☐ I. Extramural Letters (*indicate # included*)
- ☐ J. Approved O/S Memo from PEVC (*If applicable; see The CALL for Off-Scale Salary guidelines*)
- ☐ K. Evidence of Medical Board Certification and Evidence of California Medical Licensure Certification Language (*If applicable; check box to confirm required language is included in the Letter of Intent. Not applicable for Professor of Teaching Series.*)

Submission & Record Retention**Submission Deadline (for Dean's Final Authority)**

- The original appointment file must be uploaded in eFilePlus **no later than four weeks** after the offer has been accepted.
- Original hard copies must be retained in the college/school.

Office of Record The following offices are responsible for retaining specific documents:

- **Department/College is the Office of Record for:**
 1. Employment Eligibility Verification (I-9) and attachments
 2. Oath of Allegiance
 3. Candidate's publications
 4. Health Sciences Compensation Plan (HSCP) Acknowledgment (if applicable)
- **The Academic Personnel Office (APO) is the Office of Record for:**
 1. The final appointment file, following the [UC Records Retention Schedule](#).