

**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. Search Plan (*downloaded .pdf from UC RECRUIT*)
- C. Dean’s Approval initial on Cover Sheet or Dean’s Letter
- D. Department Chair's Letter (*Confidential, Optional*)
- E. Departmental Recommendation Letter (*Must include vote; see The CALL for page limits.*)
- F. Minority Report (*If applicable; see The CALL for page limits.*)
- G. Curriculum Vitae (CV)
- H. Bibliography of Publications/Creative Activity (*Must be current and follow UCR format.*)
- I. Teaching Evidence (*if applicable*)
- J. Extramural Letters (*indicate # included*)
- K. Approved O/S Memo from PEVC (*If applicable; see The CALL for Off-Scale Salary guidelines*)
- L. 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.*)

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**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](#).