

ASSISTANT PROFESSOR 4th Year Appraisal Dossier CHECKLIST

When a faculty member will have completed four years as an Assistant Professor in a Professorial Series by July 1 of the upcoming year, he/she will have a fourth year appraisal. **The fourth year appraisal is a mandatory review.** The purpose of the appraisal is to provide the faculty member with feedback on his/her progress toward promotion to Associate Professor. An appraisal will usually coincide with the normal merit review date, but not always. Fourth-Year Appraisals require review by the Council on Academic Personnel (CAP). For additional information, see [The CALL, Regular Professor section](#).

	<input type="text"/>	
Faculty Name:	Effective Date:	Date submitted to the Dean
JOINT APPOINTMENT?	Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, OTHER DEPARTMENT:

DOCUMENTS

NOTES AND REFERENCES

<input type="checkbox"/>	Data Summary Cover Page	Review Type: 4th Year Appraisal and Merit , or just 4th Year Appraisal . Proposed Status: if the person is not up for a merit, the rank and step will be the same as in the present status
<input type="checkbox"/>	Employment History	Dean's Office
<input type="checkbox"/>	Vote Page Page 2	For Fourth-Year Appraisals, "yes/no" votes are not an option. The only three options for the vote motion are: "Favorable," "With Reservations," or "Unfavorable." When an appraisal is deemed "Unfavorable" by the department, please see The CALL, Regular Professor series, VI,B for procedures. The sum of the vote tally must equal the number eligible to vote. If a merit increase or renewal of appointment is combined with the Fourth-Year Appraisal, more than one column on the Vote page should be used. For the two-year renewal of appointment and merit increase, please be specific as to the motion voted on and the proposed effective date. For guidelines on faculty votes rights, please see CALL, Appendix 4 .
<input type="checkbox"/>	Data Summary Pages	Pages 3-7 faculty initials lower right corner
<input type="checkbox"/>	Bibliography	Bracket new material since last review. Faculty initials lower right corner
<input type="checkbox"/>	Prior Cert Page	Candidate must read, sign and list additional materials submitted.
<input type="checkbox"/>	Self Statement	Self-Statement (three pages maximum). The Self-statement should include information regarding research/scholarly, teaching, administrative and professional activities since their appointment. An emphasis should be placed on activities since last review. A statement regarding the faculty member's future plans/goals should also be included.
<input type="checkbox"/>	After Cert Page	Faculty member signs after departmental review is completed.
<input type="checkbox"/>	Department Assessment (Chair's Letter)	This is the Chair's summary of the department meeting and the department's recommendation. The department's vote on the renewal should be reiterated in the first paragraph of this letter. Specifically discuss candidates weakness and strength on his/her progress toward promotion.
<input type="checkbox"/>	Chair's Confidential Letter	
<input type="checkbox"/>	Department Ad Hoc	If applicable. Refer to your departmental by-laws
<input type="checkbox"/>	Peer Evaluations	Submission of this report is required, per The CALL, Appendix 3, II .
<input type="checkbox"/>	Teaching Evaluations since last review	Include teaching evaluations since last review
<input type="checkbox"/>	Updated CV	
<input type="checkbox"/>	Publications & inventory list	All publications since appointment at UCLA must be submitted

Approval: CAP will review the dossier and make a recommendation to the Dean. An Appraisal deemed "Unfavorable" by either the department, CAP, or Dean becomes a Vice Chancellor's final. If the CAP report is "Favorable" or "With Reservations", the Dean will make the final decision.