

# ASSISTANT RESEARCH Merit Dossier CHECKLIST

An Assistant Researcher is eligible for a merit increase in rank every two (2) years. The effective date for Assistant Researcher merit increases is July 1. The department must consider the candidate's research performance since the last personnel action. Please refer to [The CALL, Professional Research Series](#) for policy on merit increases. Additional procedural information can be found in the [Summary of Procedures, #9](#).

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**Faculty Name:**

**Effective Date:**

**Date submitted to the Dean**

**JOINT APPOINTMENT?**

Yes

No

**OTHER DEPARTMENT:**

**DOCUMENTS**

**COMMENTS/NOTES**

<input type="checkbox"/> <b>Cover Page</b>	Annual salaries should be taken from the <a href="#">UCLA Salary Scales, Prof Res FY</a>
<input type="checkbox"/> <b>Employment History (Dean's Office)</b>	
<input type="checkbox"/> <b>Bibliography</b>	
<input type="checkbox"/> <b>Department Assessment (Chair's Letter)</b>	This is a letter written by the Chair, or a letter from the principal investigator, endorsed by the Chair, recommending the merit increase. (Include Rank, Step, Salary, Source of Funding and effective date)
<input type="checkbox"/> <b>Candidate Self Statement</b>	A faculty member who is eligible for advancement is asked to provide to his Chair an informal essay (1-3 pgs) summarizing the important aspects of his work for the period under review.
<input type="checkbox"/> <b>Updated CV</b>	

**Approval:** The Deans have final approval authority on Assistant Researcher merit increases, including all accelerations and decelerations. However, when the merit is to be retroactive to a prior year, or when an off-scale salary higher than the Dean's authority to approve accompanies the merit increase, approval must be obtained on those matters from the Vice Chancellor.