

ASSISTANT PROFESSOR Appointment Dossier CHECKLIST

The Assistant Professor Rank (Step I-IV) is part of the Regular Professor Series. An Assistant Professor is appointed for a 2 year term. Please type all forms and use the candidate's legal name. The Dean has final approval authority. The Vice Chancellor must approve off-scale salaries beyond the Dean's authority (salaries higher than the next step).

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Faculty Name:

Effective Date:

Date submitted to the Dean

JOINT APPOINTMENT?

Yes
No

IF YES, OTHER DEPARTMENT:

DOCUMENTS

NOTES AND REFERENCES

<input type="checkbox"/> Recruitment Selection Data & Compliance Form	Recruitment searches must be conducted to select the best-qualified person for the Assistant Professor position advertised. Copies of Advertisements must be attached to the form. (Appendix 22) Guidelines on Recruitment. (Appendix 23) Guidelines on Faculty Searches and Exception (Waivers) to searches.
<input type="checkbox"/> Academic Funding Information	
<input type="checkbox"/> Data Summary Cover Page	Appointment is Review #1 Type of Review: Check Appointment. Present Status: Leave blank if applicable. If candidate has a temporary appointment, please complete. Proposed Status: Fill in proposed rank and step. Effective date: Complete.
<input type="checkbox"/> Employment History (Dean's Office)	(If prior UC academic appointment)
<input type="checkbox"/> Page 2, Vote	Be specific as to the motion voted on and the proposed effective date. The sum of the vote tally must equal the number eligible to vote. For additional guidelines on faculty voting rights, please see CALL, Appendix 4 .
<input type="checkbox"/> Page 3 of Data Summary	(Biographical Data and Current Appt Information) NOTE: For candidates who are currently employed at UCLA on another academic title, Data Summary Pages 4-9 should be completed.
<input type="checkbox"/> Bibliography	Bracket new material since last review. Faculty initials lower right corner.
<input type="checkbox"/> Departmental 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 appointment, the proposed rank/step and the effective date should be reiterated in the first paragraph of this letter. The letter must specifically address the candidate's qualifications for appointment, and clearly document the teaching, research, creative and administrative responsibilities/activities required for the position.
<input type="checkbox"/> Chair's Independent Assessment (optional)	This is the Chair's personal recommendation.
<input type="checkbox"/> Ad Hoc Report (if applicable)	
INTRAMURAL LETTERS	Internal letters should be requested from knowledgeable sources, but with regard to the need to preserve a pool of faculty from which a review committee can be formed if necessary. Internal referees should only be selected if they can provide special information not available from other sources.
<input type="checkbox"/> Sample solicitation letter	Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top
<input type="checkbox"/> List of referees in alpha order	List all evaluators solicited, even if they did not respond or declined.
<input type="checkbox"/> Letters in reverse chronological order	All solicited letters received must be included in the dossier

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EXTRAMURAL LETTERS	A sample solicitation letter and the statement of confidentiality can be found in The CALL.
<input type="checkbox"/> Sample solicitation letter	Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top
<input type="checkbox"/> List of referees in alpha order w/biosketches	A brief one paragraph biography is required for each evaluator listed. The list must indicate if the evaluator was suggested by the candidate or by the department or by both. List all evaluators solicited, even if they did not respond or declined. It is essential that there be a balance between nominees suggested by the candidate and those named independently by the chair. Referees should be of appropriate rank with research credentials and from quality institutions.
<input type="checkbox"/> Letters in reverse chronological order	"CCB" STAMP on the lower right hand corner on page 1 of each letter. All solicited letters received must be included in the dossier
<input type="checkbox"/> UNSOLICITED LETTERS	If an unsolicited letter of evaluation is to be included in the dossier, a letter should first be sent to the writer setting forth the Statement of Confidentiality and asking that individual to respond whether in light of this University policy the letter of evaluation should be included or returned" (CALL, Summary of Procedures #10, last sentence). Please write "Unsolicited" at the top right corner of letter.
<input type="checkbox"/> Updated CV	candidate's current CV
<input type="checkbox"/> Candidate's Statement	
<input type="checkbox"/> Publications and Teaching Evaluations	If the candidate has provided these to the department, they should be available upon request by the Dean.

Approval Authority: The Dean has final approval authority. The Vice Chancellor must approve off-scale salaries beyond the Dean's authority (salaries higher than the next step).