

ASSOCIATE/FULL PROFESSOR Appointment Dossier Checklist

Within the Regular Professorial, Associate Professor and Professor titles are tenured positions.

Acting title. Acting Associate Professor and Acting Professor titles are normally considered conditional titles pending approval of permanent residency or an appropriate visa.

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Faculty Name: _____ **Effective Date:** _____ **Date submitted to the Dean** _____

JOINT APPOINTMENT? Yes No

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 Tenured 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"/> RC Nominations	Names of three faculty the department considers suitable to serve as a departmental representative if a Review Committee (RC) is appointed (Academic Senate and greater or equal rank only)
<input type="checkbox"/> Alpha list of co-authors	(Academic Senate only)
<input type="checkbox"/> Data Summary Cover Page	Complete "Recommended Rank, Step, Salary and Effective Date" information. Present Status: Leave blank if applicable. If candidate has a temporary appointment, please complete. Mailing address: indicate address where letter of invitation should be sent
<input type="checkbox"/> Employment History (Dean's Office)	Include if Candidate held a UCLA appointment or currently holds a temporary appt
<input type="checkbox"/> Vote Page Page 2	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"/> Candidate's Statement	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. The essay should explain candidate's philosophy of teaching, construction of new courses, the nature of collaborative research, service, etc.
<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 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 CONFIDENTIAL personal recommendation.
<input type="checkbox"/> Department Ad-Hoc Committee Letter	(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.

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<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.
EXTRAMURAL LETTERS	
<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. <i>Of the letters received, 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.</i>
<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
STUDENT LETTERS*	
* If necessary, to supplement the teaching record.	
<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 students	
<input type="checkbox"/> Student Letters	in reverse chronological order
<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"/> Current CV	
<input type="checkbox"/> Candidate's statement	if submitted
<input type="checkbox"/> Teaching Evaluations	Teaching evaluation forms from the candidate's home institution should be submitted. If necessary, student letters should be solicited. A statement of the candidate's teaching competence should be included in the departmental assessment letter.
<input type="checkbox"/> Publications	All publications must be submitted with Publication List

Approval: The Dean will write a recommendation on the case and it will be forwarded to CAP via APO. CAP requests a Review Committee (RC) be appointed as appropriate.

- ❖ When an RC is not appointed, CAP reviews the file and makes a recommendation to the Vice Chancellor, who will then decide the final outcome of the case.
- ❖ When an RC is appointed, the RC reviews the file and submits a report to APO who forwards it to the Dean for a final recommendation. APO receives the Dean's recommendation and forwards both the Dean's and the RC's recommendations to CAP. CAP then writes a recommendation to the Vice Chancellor, who then decides the final outcome of the case. Once the final decision is made, it is passed on to Diane Klee, who notifies the department.