

PROFESSIONAL RESEARCH SERIES Promotion Dossier CHECKLIST

An **Assistant Researcher** is eligible for promotion to Associate Researcher after two (2) years at Step IV. The department must consider the candidate's performance since appointment at UCLA. The effective date for Promotions to Associate Researcher is July 1. There is no tenure associated with the Associate Researcher and Researcher ranks. **Associate Researchers** are eligible for promotion to Researcher after two (2) years at Step III. The department must consider research performance since promotion to Associate Researcher. Please refer to [The CALL, Professional Research Series](#) for policy on promotions. 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 **IF YES, OTHER DEPARTMENT:** _____

	DOCUMENTS	NOTES AND REFERENCE
<input type="checkbox"/>	Cover Page	UCLA Salary Scales, Prof Res FY
<input type="checkbox"/>	Employment History	(Dean's Office)
<input type="checkbox"/>	Vote 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"/>	Bibliography	
<input type="checkbox"/>	Prior Cert Page (3)	
<input type="checkbox"/>	Self 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. See top of page for period of review.
<input type="checkbox"/>	After Cert Page (4)	
<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 responsibilities/activities required for the position.
	INTRAMURAL 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	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.
<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. 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 lower right corner on page 1 of each letter. All solicited letters received must be included in the dossier.
<input type="checkbox"/>	Updated CV	
<input type="checkbox"/>	Publications & inventory list	