Berkeley Academic Personnel Office

Regularization of Acting Associate/Full Professor: Professorial Series

Checklist of items that should be included in the APBears case prior to submission to APO.

*Please ensure candidate's annual certification report(s) in OATS have been submitted before routing case to APO.

Case Overview:

☐ Complete information fields, including case action, effective date, review period, and FTE. If the faculty member is affiliated with multiple departments, please indicate FTE breakdown.

- Review period should encompass entire career since appointment to the Acting title

Candidate Summary:

☐ Course evaluations for all classes taught in review period, including all student comments
- If any evaluations and/or student comments are unavailable, include an explanation in the comments field for the course or in the departmental recommendation
- Indicate departmental averaging methodology

☐ Sabbatical leave report, if taken since last review *(see APM 740-97)*
☐ Indicate any leaves or course releases during the review period
☐ Record of graduate student, undergraduate student, and postdoctoral scholar mentoring
☐ Current publications list *(Word format preferred)*, clearly indicate which publications have appeared since most recent review and since last threshold review
- For the book-based disciplines, any portions of work on a book in progress being submitted for credit need to be clearly identified on the publications list *(see Crediting of Books and Books in Progress)*
- Contributions to collaborative work should be clearly indicated

☐ Publications *(all items since time of appointment)*
- Uploaded as individual PDFs under Other Non-Confidential Documents section or as hyperlinks on publications list

☐ Reviews of faculty member's publications, if any
☐ Current Curriculum Vitae
☐ Self- statement, strongly preferred but not required
☐ Diversity statement *(optional and may be incorporated into the self-statement)*
☐ List of relatives employed by UC, if any, as required per APM 520 policy

Salary Recommendation:

☐ Enter proposed salary in AP Bears Salary recommendation tab *(sign off by Department(s) and Dean(s) required)*. Salary must match what is listed in the recommendation memo(s).
- If a range adjustment occurs *(and will be applied to off-scale components)* after a unit has signed off on the salary tab recommendation, the subsequent reviewer should clarify this and include the new off-scale component in their recommendation, or enter an explanatory note in the General Notes text box on the Overview page.

Documents:

☐ Dean's recommendation memo
☐ Chair's recommendation memo, including:

1. Results of consultation with faculty, including vote
2. Report and analysis of teaching *(see BMAP section on Teaching Assessment)*
    a. Courses taught since last review
    b. Holistic summary of teaching effectiveness
    c. Development of new instructional techniques, if applicable
    d. Mentoring record including: graduate student, undergraduate student, and postdoctoral scholar advising since last review; describe participation on degree committees
3. Report on research activity, publications, and creative work; evaluate candidate's contribution to collaborative work or co-authored publications *(see BMAP sections on Research and Creative Accomplishment Assessment)*
4. Report on University, professional, and public service *(see BMAP sections on Service and Professional Activity Assessments)*
5. Report on candidate's contributions to diversity, equity, inclusion, and belonging within the relevant areas of review *(see BMAP section on Contributions to DEIB)*
6. Report on special honors and awards received since last review, if any
7. If acceleration or deceleration is recommended, state justification (*see BMAP section on Advancement Recommendations)*
8. Explanation of urgency, if applicable
9. Explanation of lateness, if applicable
10. Explanation if review is coming forward at a non-normative time

☐ Departmental ad hoc committee report *(redacted and unredacted copies)*

☐ External Letters *(redacted and unredacted copies)*

- Minimum of seven letters required, at least half selected from the Department or School list
- Reviewer codes should be added to redacted and unredacted copies

☐ Copy of Solicitation Letter or Template *(Redacted)*

☐ Code Key of External Reviewers *(using the campus template)*

- Ensure the code key provides information about the stature of external reviewers and any collaborations with the candidate *(see BMAP section on External Letters)*
- If departmental recommendation includes references to individuals during the faculty discussion, a code key for these faculty members must be provided