Berkeley Academic Personnel Office

Advancement to Step VI: 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 in OATS has 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 dates should encompass entire period since promotion to Full Professor.

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 *(most important items since last threshold review but typically no more than five)*
- Uploaded as individual PDFs under Other Non-Confidential Documents section or as hyperlinks on publications list

☐ Current Curriculum Vitae

☐ Self-statement, strongly preferred but not required

☐ Diversity statement (*optional and may also 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 the off-scale component)* 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 via Threshold review form

☐ Chair's recommendation memo, including:

1. 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

2. 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)*
3. Report on University, professional, and public service *(see BMAP sections on Service and Professional Activity Assessments)*
4. Report on candidate's commitment to diversity, equity, inclusion, and belonging within the relevant areas of review *(see BMAP section on Contributions to DEIB)*
5. Report on special honors and awards received since last review, if any
6. If acceleration or deceleration is recommended, state justification (*see BMAP section on Advancement Recommendations)*
7. Explanation of urgency, if applicable
8. Explanation of lateness, if applicable
9. Explanation if review is coming forward at a non-normative time

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

☐ External Letters, if any *(redacted and unredacted copies)*

- Not required for Step VI cases but may be solicited at the request of the candidate or the departmental ad hoc committee. External letters may be necessary to document the distinction needed for advancement to Step VI
- Minimum of three letters required, at least half selected from the Department or School's list
- Reviewer codes should be added to redacted and unredacted copies

☐ Copy of Solicitation Letter or Template *(Redacted),* if applicable

☐ 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