

## ASSISTANT PROFESSOR FIRST MERIT CHECKLIST

EFF. DATE: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

TO: _____	SALARY: \$ _____	\$ _____	\$ _____
TITLE, STEP, %	Rank/Step	Dcpld Incrmt	Total Salary

FROM: _____	SALARY: \$ _____	\$ _____	\$ _____
TITLE, STEP, %	Rank/Step	Dcpld Incrmt	Total Salary
Eff. Date			

This form is to be used at the first review for **one-step** merit increases for assistant professors. It should be layered on top of the normal dossier of information, along with a statement by the candidate. Please remind candidates to submit a diversity statement, if applicable (per APM-210.1.d, "Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications.") This form replaces the currently required chair's recommendation letter or dean's letter in professional schools.

1. During their first year at Berkeley, assistant professors are expected to launch a strong trajectory of research or creative accomplishment. This candidate has:

☐ exceeded expectations      ☐ met expectations      ☐ not yet met expectations.

If the candidate has not yet met expectations in any area, please indicate the ways in which he or she should work toward improvement (e.g., by submitting work for publication).

2. During their first year at Berkeley, assistant professors are expected to demonstrate promise of effective classroom teaching. This candidate has:

☐ exceeded expectations      ☐ met expectations      ☐ not yet met expectations.

If the candidate has not yet met expectations in any area, please indicate the ways in which he or she should work toward improvement (e.g., by consulting with the Office of Educational Development).

3. Assistant professors are expected to provide service contributions according to the standards in their given unit. This candidate has:

☐ exceeded expectations      ☐ met expectations      ☐ not yet met expectations.

If the candidate has not yet met expectations in any area, please indicate the ways in which he or she should work toward improvement (e.g., by serving on the Graduate Admissions Committee).

4. During the candidate's seventh semester, a mid-career appraisal will assess the candidate's prospects for tenure. At that time, the University will expect to see clear indications that the candidate is meeting the campus's standards of excellence. [APM 210-1-d](#) states the criteria for promotion to tenure. Keeping these general criteria in mind, especially the statement that "*superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for ... promotion to tenure positions,*" please articulate any specific expectations your department or school may have concerning the quality, quantity, direction or impact that the candidate's record should demonstrate at the time of the tenure decision. You may also wish to comment on steps taken to mentor the candidate about tenure expectations.

### APPROVALS

\_\_\_\_\_  
DEAN/CHAIR NAME

\_\_\_\_\_  
SIGNATURE