

REGULARIZATION/TENURE REVIEW:
 from ACTING TITLES to ASSOCIATE PROFESSOR or FULL PROFESSOR

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		

*CHECKLIST (each item should be addressed in case file and then checked-off here)

- _____ Table of contents (required)
- _____ Dean's recommendation (original)
- _____ Chair's recommendation (original), including:
 - _____ 1. Results of consultation with faculty, including vote
 - _____ 2. Report and analysis of teaching (see APM 210-1-d(1))
 - _____ a. Courses taught since last review
 - _____ b. Development of new and effective techniques of instruction
 - _____ c. Summary of teaching effectiveness and course-worth ratings for both the faculty member under review and for other courses in the unit (see 2/25/09 guidelines)
 - _____ d. Graduate student theses advising since last review, including current students; provide student names and degrees
 - _____ 3. Report on research activity, publications, and creative work; evaluate candidate's contribution to collaborative work or co-authored publications (see APM 210-1-d(2))
 - _____ 4. Report on professional competence and activity (see APM 210-1-d(3))
 - _____ 5. Report on University and public service (see APM 210-1-d(4))
 - _____ 6. Report on special honors and awards received since last review, if any
 - _____ 7. Salary justification
 - _____ 8. If acceleration is recommended, state justification
- _____ Departmental committee report if any; required for advancement to Professor Step VI (see 12/01/09 and 12/09/09 guidelines)
- _____ Supporting letters (original) (see 12/01/09 and 12/09/09 guidelines)
 - _____ Summary of solicited letters
 - _____ Copy of letter of solicitation
- _____ Fairness safeguard certification statement
 - _____ Candidate's contribution, if any
 - _____ Reviews of candidate's publications, if any
- _____ Current biography
- _____ Current bibliography; indicate which pubs have appeared since last review
- _____ Biobibliography supplements since appointment
- _____ Publications (3 copies) (see 11/21/06 guidelines)
 - _____ List of publications submitted
- _____ Use 1 envelope or box; send to APO, 127 California Hall, #1502

Other information (if not included in letter of recommendation)

- _____ Explanation of URGENCY (original)
- _____ Explanation of LATENESS (original)

*X = Submitted with this case
 0 = Not included (state reason in Chair's letter or in a separate memo)
 NA = Not available (for items stating "if any")