



Advancement to Above Scale: Professorial Series

Checklist of items that should be included in the AP Bears 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 advancement across the Step-VI threshold.

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 [UCB Campus Guidelines Regarding the Crediting of Books in Progress](#)*)
 - Contributions to collaborative work should be clearly indicated
- Publications (*most important items since last threshold review*)
 - 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, strongly preferred but not required (*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 after a unit has signed off on the salary tab recommendation, the subsequent reviewer should clarify this and include the new salary 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 who are at Above Scale

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 section 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 contributions to diversity, equity, inclusion, and belonging (*discuss these contributions within the relevant areas of review listed above as described [here](#)*)
 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 [Criteria for Faculty Step Accelerations](#)*)
 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, if any (*redacted and unredacted copies*)
- External Letters (*redacted and unredacted copies*)
- Minimum of five 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