



## Final Appraisal: 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 period should encompass entire career since appointment to Assistant 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 [UCB Campus Guidelines Regarding the Crediting of 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, 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 (*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 (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 (*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