**First Merit Checklist: Assistant Teaching Professor (LPSOE)**

This form is to be used at the first review for **one-step** merit increases for Assistant Teaching Professors (Lecturers with Potential Security of Employment). This form replaces the chair’s recommendation letter and/or dean’s letter in APBears, provided the candidate has prepared a self-statement.

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| \*Please ensure candidate’s annual certification report in OATS has been submitted before routing case to APO. |
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| EFF. DATE: |  |  NAME:AME: |  |  |
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| DEPARTMENT(S): |  |  |
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| TO: |  | SALARY: |  |  |  |  |  |  |
|  | TITLE, STEP, %  |  |  RANK/STEP |  |  OFF-SCALE |  |  TOTAL SALARY |
|  |
| FROM: |  | SALARY: |  |  |  |  |  |  |
|  | TITLE, STEP, %  |  |  RANK/STEP |  |  OFF-SCALE |  |  TOTAL SALARY |
|  |
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1. **During their first year at Berkeley, Assistant Teaching Professors are expected to demonstrate promise of excellent classroom teaching. This candidate has:** Choose an item.

We strongly encourage you to provide positive feedback below if the candidate has met or exceeded expectations. If the candidate has not yet met expectations in any area, indicate the ways in which they should work toward improvement (e.g., consulting with the Center for Teaching and Learning):

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1. **During their first year at Berkeley, Assistant Teaching Professors are expected to demonstrate promise of productive and creative contributions to professional and/or scholarly activity. This candidate has:** Choose an item.

We strongly encourage you to provide positive feedback below if the candidate has met or exceeded expectations. If the candidate has not yet met expectations in any area, please indicate the ways in which they should work toward improvement (see [APM 210-3.d(2)](https://ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf%20)):

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1. **Assistant Teaching Professors are expected to provide service contributions according to the standards in their given unit. This candidate has:** Choose an item.

We strongly encourage you to provide positive feedback below if the candidate has met or exceeded expectations. If the candidate has not yet met expectations in any area, please indicate the ways in which they should work toward improvement (e.g., by serving on a curriculum committee):

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1. **During the candidate’s seventh semester, a mid-career appraisal will assess the candidate’s prospects for security of employment. At that time, the University will expect to see clear indications that the candidate is meeting the campus’s standards of excellence.** [**APM 210-3.c**](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf) **states the criteria for promotion to security of employment. Keeping these general criteria in mind, especially the statement that “*superior intellectual attainment, as evidenced particularly in excellent teaching and secondarily in professional and/or scholarly achievement and activity, is an indispensable qualification for … promotion to security of employment,*” 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 promotion to security of employment decision. You may also wish to comment on steps taken to mentor the candidate about promotion expectations:**

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| Chair Signature: | Date: |
| Dean Signature: | Date: |

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