



First Merit Checklist: Professorial Series

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 for a non-threshold merit review. This form replaces the currently required chair's recommendation letter or dean's letter in professional schools.

*Please ensure candidate's annual certification report in OATS has been submitted before routing case to APO.

EFF. DATE: _____ NAME: _____

DEPARTMENT(S) _____

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

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:**

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:**

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. 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.

Dean/Chair Name:

Signature: