



## 173 Series

Checklist of documents that should be included in the dossier prior to submission to Dean's Office, VCRO or APO.

Name:		Department/School/ORU:	
Proposed Title, Step, %:		Proposed Salary (Step, o/s, total):	
Current Title, Step, %:		Current Salary (Step, o/s, total):	
Effective Date:		Previous Action:	Date:
Merit Review Period Start Date:	End Date:	Promotion review period, if applicable Start Date:	End Date:

  

- VCR's/Dean's/Director's recommendation letter or concurrence
- Supervisor/P.I.'s/Chair's recommendation letter, including:
  - Evaluation of research activity  contributions to faculty research  contributions to publications
  - Evaluation of professional competence and activity
  - Evaluation of University and public service, if any
  - Evaluation of special honors and awards, if any
  - If larger-than-normal merit is recommended, include justification
  - Explanation if review is coming forward at a non-normative time (*i.e., due to deferral*)
  - Explanation of urgency, if applicable
  - Explanation of lateness, if applicable
- Current Curriculum Vitae
- Research Supplemental Report
- Self-Statement, strongly recommended
- Signed fairness safeguard certification statement
- List of relatives employed by UC, if any, as required per [APM 520 policy](#)