

Merit/Promotion: Specialist 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:
 1. Evaluation of research activity, contributions to faculty research, and contributions to publications
 2. Evaluation of professional competence and activity (optional for Junior and Assistant Specialists)
 3. Evaluation of University and public service, if any
 4. Evaluation of special honors and awards, if any
 5. If larger-than-normal merit is recommended, include justification
 6. Explanation if review is coming forward at a non-normative time (*i.e., due to deferral*)
 7. Explanation of urgency, if applicable
 8. Explanation of lateness, if applicable
- Current Curriculum Vitae (including list of publications, if any)
- 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](#)