



Non-Threshold Merit Review: Professor 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.

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 during the review period (*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 last 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
- 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 letter(s).
 - If a range adjustment occurs (*and will be applied to the off-scale component*) after a unit has signed off on the salary tab recommendation, the subsequent reviewer should clarify this and include the new salary components in their recommendation, or enter an explanatory note in the General Notes text box on the Overview page.

Documents:

- Dean's recommendation letter (*not needed for normal advancement, approval in salary tab suffices*)
- Chair's recommendation letter, including:
 1. Report and analysis of teaching (*see BMAP section on [Teaching Assessment](#)*)
 - a. Courses taught during the review period
 - 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

2. 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*)
3. Report on University, professional, and public service (*see BMAP sections on [Service](#) and [Professional Activity Assessments](#)*)
4. Report on contributions to diversity, equity, inclusion, and belonging (*discuss these contributions within the relevant areas of review listed above as described [here](#)*)
5. Report on special honors and awards received since last review, if any
6. If acceleration or deceleration is recommended, state justification (*see BMAP section on [Criteria for Faculty Step Accelerations](#)*)
7. Explanation if review is coming forward at a non-normative time
8. Explanation of urgency, if applicable
9. Explanation of lateness, if applicable