



Non-Threshold Merit Review: Teaching Professor (LSOE) 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, review period and FTE. If the candidate 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, if applicable
- Current publications list, if applicable (*Word format preferred*), indicate which publications have appeared since last review
 - 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; describe participation on degree committees, if applicable
 2. Report on professional and/or scholarly achievement and activity, including creative activity (*see [APM 210-3.d\(2\)](#)*)
 3. Report on University and public service (*see BMAP section on [Service Assessment](#)*)

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 (*i.e., due to deferral*)
8. Explanation of urgency, if applicable
9. Explanation of lateness, if applicable