**Promotion: Senior Continuing Lecturer (Fiscal Year) JC 1641, 1643, 1645**

Checklist of documents that should be included in the dossier prior to submission to APO. Please see UCB Procedures to Promotion to Senior Continuing Lecturer for additional information.

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| Name: | | | Department/School: | | |
| Proposed Title: | | | Current Title: | | |
| Base Percent of Appointment (complete one option) | Option 1:  Fall:       Spring:       Summer: | | | Option 2:  Q1:       Q2:       Q3:       Q4: | |
| Proposed Salary and Point (Table 16): | | | Current Salary and Point (Table 16): | | |
| Effective Date: | | | Previous Action and Effective Date: | |
| Merit Review Period: | | Promotion Review Period, from time of Continuing Appt: | | |
| **Candidate Summary**  ***Candidate Materials:***  Current Curriculum Vitae  A self-reflection/self-statement, preferred but not required, of the individual’s performance, teaching objectives,  teaching activities and exceptional contributions. This statement may include reflection on achievements in instruction  and pedagogy that promote equal opportunity and diversity and are inclusive of diverse populations  Other materials listed in [Article Review Criteria Section C.1](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_43_academic-review-criteria_2021-2026.pdf), as selected by the candidate  Other materials as required by the Department or School  List of relatives employed by UC, if any, as required per [APM 520 policy](https://bmap.berkeley.edu/apm-520-16), as referenced in Article 37, Waiver  ***Department Materials:***  Course evaluations for all classes taught since Continuing appointment, including all student comments   1. If any evaluations and/or student comments are unavailable, include an explanation in the comments field for the   course or in the departmental recommendation   1. Indicate departmental averaging methodology   Table of all teaching with semester and title, enrollment, response rate, mean effectiveness ratings, and departmental  averages  Case materials may include written observations resulting from classroom visitations by colleagues and evaluators as  required by the Department or School | | | | | |
| **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) and checklist.     * If a range adjustment occurs after a unit has signed off on the salary tab recommendation, the subsequent   reviewer should clarify this and include the new salary in their recommendation, or enter an  explanatory note in the General Notes text box on the Overview page. | | | | | |
| **Documents**  Dean’s recommendation memo, including:   * Assessment and justification for promotion, including examples of exceptional contributions to the mission of the Department/School and University that are broad reaching and/or greatly enhance the academic mission of the University   Chair’s recommendation, including:   1. Assessment of teaching contributions in the most recent review period; a quantitative measure is not the sole criterion for evaluation 2. Evidence of exceptional contributions to the mission of the Department/School and University that are broad reaching and/or greatly enhance the academic mission of the University 3. Recognition of contributions in assigned areas that promote equal opportunity and diversity 4. Justification for salary recommendation (note: upon successful promotion to Senior Continuing Lecturer, the Unit 18 faculty member shall receive an increase of at least three salary points)   Copies of decision letters for all merit cases since Continuing appointment *(Miscellaneous Documents)*  Completed checklist *(Miscellaneous Documents)* | | | | | |