



Promotion: 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.

- Review dates should encompass entire period since last threshold review or since appointment.

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*), clearly indicate which publications have appeared since most recent review and since last threshold review or appointment

- Contributions to collaborative work should be clearly indicated

Publications, if any (*all items since appointment or since promotion*)

- Uploaded as individual PDFs under Other Non-Confidential Documents section or as hyperlinks on publications list

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 APBears 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 off-scale components*) 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

Chair's recommendation letter, including:

1. Summary of discussion during consultation with faculty, including vote
2. 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
3. Report on professional and/or scholarly achievement and activity, including creative activity (*see [APM 210-3.d\(2\)](#)*)
4. Report on University and public service (*see BMAP section on [Service Assessment](#)*)
5. Report on candidate's contributions to diversity, equity, inclusion, and belonging (*discuss these contributions within the relevant areas of review listed above as described [here](#)*)
6. Report on special honors and awards received since last review, if any
7. Assessment should address:
 - a. recommendation for promotion, with reference to the record during the overall review period, and
 - b. proposed merit increase, with reference to the record during the most recent review period; include justification for any recommended acceleration (*see BMAP section on [Criteria for Faculty Step Accelerations](#)*)
8. Explanation if review is coming forward at a non-normative time (*i.e., deferrals or accelerations in time*)
9. Explanation of urgency, if applicable
10. Explanation of lateness, if applicable

Departmental ad hoc committee report (*redacted and unredacted copies*)

External Letters (*redacted and unredacted copies*)

- Minimum of five letters required, at least half selected from the Department or School list
- Reviewer codes should be added to redacted and unredacted copies

Copy of Solicitation Letter or Template (*Redacted*)

Code Key of External Reviewers (*using the campus [template](#)*)

- Ensure the code key provides information about the stature of external reviewers and any collaborations with the candidate (*see BMAP section on [External Letters](#)*)
- If departmental recommendation includes references to individuals during the faculty discussion, a code key for these faculty members must be provided