



## Promotion to Full: Professorial Series

Checklist of items that should be included in the AP Bears 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.
  - Review dates should encompass entire period since last threshold review or since appointment to Associate Professor.

### 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 since last review (*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 most recent review and since last threshold 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
- Publications (*all items since appointment or promotion to Associate*)
  - Uploaded as individual PDFs under Other Non-Confidential Documents section or as hyperlinks on publications list
- Reviews of faculty member's publications, if any
- 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 memo(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 off-scale component in their recommendation, or enter an explanatory note in the General Notes text box on the Overview page.

### Documents:

- Dean's recommendation memo

- Chair's recommendation memo, including:
  1. Results of consultation with faculty, including vote
  2. Report and analysis of teaching (*see BMAP section on [Teaching Assessment](#)*)
    - a. Courses taught since last review
    - 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
  3. 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](#)*)
  4. Report on University, professional, and public service (*see BMAP sections on [Service](#) and [Professional Activity Assessments](#)*)
  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. If acceleration or deceleration is recommended, state justification (*see BMAP section on [Criteria for Faculty Step Accelerations](#)*)
  8. Explanation of urgency, if applicable
  9. Explanation of lateness, if applicable
  10. Explanation if review is coming forward at a non-normative time
- Departmental ad hoc committee report (*redacted and unredacted copies*)
- External Letters (*redacted and unredacted copies*)
  - Minimum of seven 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