



## Retention: Professorial Series

Checklist of items that should be included in the APBears case prior to submission to APO.

\*Trailing merit cases are required if the candidate's last review was more than one year prior to the salary increase effective date.

### **Case Overview:**

- Complete information fields, including case action, effective date, and FTE. If the faculty member is affiliated with multiple departments, please indicate FTE breakdown.
- Enter competing offer information, including name of institution and academic year salary (or equivalent)

### **Candidate Summary:**

- Sabbatical leave report, if taken since last review (*see [APM 740-97](#)*)
- Current publications list (*Word format preferred*), clearly indicate which publications have appeared since last review
- Current Curriculum Vitae

### **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).

### **Documents:**

- Dean's recommendation memo
- Chair's recommendation memo, including:
  1. Requested salary increase to retain
  2. Indicate competing offer response deadline, if any
  3. Explanation of urgency, if applicable
- Value to Berkeley Assessment (*uploaded as a Miscellaneous document or Chair's Personal Letter if it contains confidential information*)
- Documentation of competing offer