DOCUMENTS TO BE SUBMITTED BY THE CHAIR
<ins>**RESEARCH REVIEWS**</ins>
(Revised <mark>9/21</mark>)

All personnel review cases are submitted via AP Folio.

I.   **Departmental letter of recommendation**
     Accurate and analytical letters of recommendation from the department are essential in the review process.
     See Red Binder I-35 for further detail of content of departmental recommendations

     <u>For All Cases:</u>
     ☐ Are the listed 'current' and 'proposed' salary rates the total salary rate, inclusive of any off-scale supplement?
     ☐ If the salary is off-scale or above scale is it rounded to the nearest $100 <mark>~~for the Research and Project Scientist series~~</mark>?
     ☐ Is the off-scale supplement correct (if applicable), per off-scale general policies (RB I-8)?
     ☐ If a vote was taken, is the final departmental vote included (e.g. 10(yes)-0(no)-0(abstentions)-3(not voting))? Is there an indication of how many were eligible to vote?
     ☐ If no vote was taken, is the review procedure (i.e., committee, chair/director review) explained?
     ☐ Is the letter an accurate, extensive, and **analytical** representation of the case?
     ☐ Are all areas of review covered: research; professional activity; and, university and public service as appropriate?
     ☐ If there is a recommendation for an acceleration, are the reasons for the acceleration specifically stated?
     ☐ In the case of a negative departmental recommendation, is the basis of the recommendation clearly documented?

     <u>For Career Reviews:</u>
     ☐ If the case contains extramural letters, letter writers identified **only** by coded list, with no identifying statements?
     ☐ Does the letter provide an overview of the career accomplishments as well as analysis of the achievements within the most recent review period?

II. **Chair's Separate Confidential Letter (optional)**
     See Red Binder I-35 for further information.
     ☐ Is the letter clearly marked "Chair's Separate Confidential"?

III. **Safeguard Statement**
     The candidate must sign an online safeguard *for each departmental recommendation. A signed safeguard must be forwarded with each departmental recommendation.* If it is difficult or impossible to obtain this document, the Chairperson should explain the situation and indicate in what manner he/she has attempted to meet the requirements outlined in the form.
     ☐ If there are no confidential documents (e.g. external letters<mark>, ~~minority opinion report~~</mark>), the appropriate box under #5 should be checked.
     ☐ Are copies of everything the candidate has provided, or been provided, included with the case (e.g. redacted letters, list of potential evaluators)?

IV. **Bio-bibliographical Update** (excluding teaching section).
     ☐ Is it in the proper format? (See Red Binder I-27)
     ☐ Is the Research section a **cumulative** list of publications (or creative activities) with a line drawn separating all new items from where the bio-bib from the last review case had ended?
     ☐ Are the numbers the same as in the previously submitted bio-bib, and have items previously listed as "In Press", "Submitted" been accounted for?
     ☐ Are all items, including "In Press", "Submitted", and "In Progress" properly numbered?
     ☐ Are publications identified as "refereed" when appropriate?
     ☐ Have all links to supporting documents and one-of-a-kind items been verified?

V.   **Extramural letters of evaluation and list of evaluators** (RB I-46) *for promotion to the Associate and full level **as appropriate** for the series (See RB III-12, III-14, III-16)*

Extramural Letters

☐ Are the required number of letters included, ~~including letters from UC or UC familiar referees~~ ***when appropriate*** (*See* RB III-12, III-14, III-16)-?

☐ Are at least half of the letters from references chosen by the Chair/Dept independent of the candidate?

☐ Have all letters been coded? Are the codes also on the redacted versions?

☐ If the letters were sent via email, is a copy of the email and any attachment included?

☐ If redacted copies of the letters were provided to the candidate, is a copy included (one copy only), and did he/she check box 6A on the Procedural Safeguards Statement?

Sample Solicitation Letter(s)and/or Thank you letter(s) for unsolicited letters

☐ Was the proper wording used in the letter (RB I-49 to I-50, III-12, III-14, III-16)?

☐ Is a list of all informational items sent to referees (e.g. CV, bio-bib, publications sent, etc, per RB- 51) included? Is a copy of each item included as either part of the case or a one-of-a-kind item?

☐ If different versions of the letters or materials went out, is a sample of each included?

List of Referees, including brief Biography and indicating who selected referees (RB I-46-V)

☐ Do the codes on the letters match the codes on the list and the codes used in the departmental letter?

☐ Does the list clearly indicate if the referees were candidate suggested, department suggested, or independently suggested by both?

☐ Are the names of everyone who was asked to write included? For those who did not respond is a reason for no response listed?

VI.   **Self-Assessment of research and/or other activity and accomplishments (optional)**

☐ If a self-assessment of research and/or other activity and accomplishments was submitted, is it included in the case? Self-statements may address research, professional activity, service, or contributions to advancing diversity, equity and inclusion.

VII.   **Copies of publications**.

It is the responsibility of each candidate to maintain copies of published research or other creative work and reviews.

☐ Have all items included in Part I of the bio-bib for the current review period been submitted, including In Press and Submitted items?

☐ Has appropriate evidence been provided for In Press items?

☐ Do all of the titles on the actual publications match those listed on the bio-bib?

☐ For promotion to the Associate level, are all publications included?

☐ Have links to electronically submitted items been verified?

☐ If items cannot be submitted electronically, have arrangements been made with the Academic Personnel office?

☐ If any publications are missing from the file, is a note included noting which are missing and explaining why?

☐ For other career reviews (promotion to Full in any series, advancement to Researcher Step VI or Above Scale), are all publications since last review, and all or a representative sample of publications from the prior record included?