



Memo: Checklist used by the Human Health Sciences Academic Personnel Team for **detailed** packet review

1. Check the overall action – make sure the action is properly represented by the department vote as well as the wording in the letter and action form
 - a. Examples of things to check for:
 - i. Lateral promotions
 - ii. Acceleration versus step plus (promotions)
 - iii. 5yr review versus merit (if advancement proposed it becomes a merit)
 - iv. Appraisal/merit linkage in MIV
 - v. 1st after versus regular merit
 - vi. Chair (3rd action) or dean action
 - vii. Home/joint voting issues
2. Detailed review of department letter and extramural letters (if appropriate)
 - a. Examples of issues:
 - i. Technical issues (not easily readable, inconsistent format, etc.)
 - ii. Inappropriate sources (e.g. yelp.com)
 - iii. Inconsistencies between claims in the letter and the packet data*
 - iv. Arm's length designation, rank check (extramural), proper number and disposition of letters for action, dept./candidate selection, eligibility of letter writers (e.g. not from UCD for some titles), proper solicitation letter used.
 - v. Check if chair confidential letter exists and make sure it routes with packet
 - vi. Sometimes there are additional letters (rebuttal/rejoinder)
 - vii. Time in other titles that counts towards time in current title
 - viii. Work/life issues accounted for in dept. letter are included in their advancement record
3. Review period issues (determine review period and check the various sections)
 - a. Teaching evaluations (for review period)
 - b. Teaching section (for review period)
 - c. Service section (for review period)
 - d. Publication section
 - i. Sequence with last action/archive*
 - ii. Line drawing
 - iii. Asterisks
 - iv. Footnotes
 - v. In press (e.g. accepted)/submitted
 - vi. Section header issues (rare)
 - e. Grants/contracts or honors/awards

- i. Information filled in like dates, grant #s, amounts
- ii. Items in proper categories (completed, active, etc.)
- iii. Clinical trials properly identified
- iv. Full descriptions of honors/awards

We hope this checklist will be helpful to you in your packet preparation.

Colleen E. Clancy, Ph.D.
Associate Vice Chancellor for Academic Personnel
Schools of Human Health Sciences

Brent J. Seifert, J.D.
Assistant Dean for Academic Personnel