



Memo: Checklist used by the Human Health Sciences Academic Personnel Team for initial packet review (triage)

Check all elements of Action Form:

- Effective Date
- Action type and delegation (for proposed action type)
<https://academicaffairs.ucdavis.edu/dofa.cfm>
- Ensure joint departments are included
- Years at rank and step (not for new appointments)
- Check % time
- Title code and correct unambiguous title name
- Correct scale 0 (MEG only) salary numbers for the year of the action
<http://www.ucop.edu/academic-personnel-programs/compensation/2016-17-academic-salary-scales.html>
- 4 questions answered properly (new appointments only: **1. Is this a current UC Davis employee; 2. Is this employee represented; 3. Is notice to the union required; 4. Have you notified labor relations about this proposed change in appointment**)

Department Letter:

- Voting totals up correctly (negative votes should have comments)
- Separate letter for Federation if Adjunct or HSCP action
- Appended to the department letter, there should be an appendix A form if the title is specialist, project scientist, or professional researcher.

Reference letters (if action requires letters):

- Sample solicitation letter (blank addressee, marked sample, check vs. template for series)
- List of references: indicates letters received, if arm's length required enough labeled that way
- Proper number of letters, order and numbers match list

Supporting documentation links:

- Teaching Evaluation links (check links, if class name, date, and scores match)
- Publication links (check links, match title of article, for in press check acceptance)
- Contributions to jointly authored works: check that they are included, that they are not just simple percents