

**DOCUMENT INVENTORY FOR REAPPOINTMENT TO ACADEMIC TITLES
APPROVED BY EVC/DEAN**

(Visiting Professor, Professor Recalled,
Academic Administrator, Academic Coordinator, etc.)

Candidate Material to the Department _____
Date to Division _____
Date to Academic Human Resources _____

Department Completes _____

Name _____ Division _____ Department/Unit _____

PRESENT STATUS: Title and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

STATUS PROPOSED BY DEPARTMENT/UNIT/P.I.: Title and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

Effective: Pay Dates _____ Service Dates _____

Prior and/or Concurrent UC Employment: Yes _____ No _____; if yes, state location, dates, title(s): _____

Review Period _____

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT/UNIT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT DOSSIER IN FOLLOWING ORDER:

___ Affirmative Action Compliance: (Compliance or waiver must be issued before appointment may be offered)
Search # _____ Compliance dated _____ or waiver dated _____

___ Dean's Letter (if EVC authority)

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department/Unit Letter

___ Department/Unit Letter (Must include assessment of timeliness in submitting narrative evaluations, see CAPP 006.000, or copy of Narrative Evaluation Timeliness Report.)

___ Candidate's Optional Response to Redaction of Confidential Documents

___ Redacted Copy of Confidential Documents (submit one set with original file)

___ Candidate's Optional Statement

___ Unsolicited Material (optional)

___ Curriculum Vitae or Cumulative Biobibliography (including teaching and service)

___ Student Evaluations since beginning of last personnel action (if appropriate; asterisk those submitted on Vita or Biobib)

___ Candidate's address for correspondence:

- ORIGINAL DOSSIER FOR APPROVING AUTHORITY (Add PAF and employment forms if EVC authority)
- ONE COPY OF DOSSIER FOR DIVISION (if EVC authority)
- ONE COPY OF DOSSIER TO BE RETAINED BY DEPARTMENT