

**DOCUMENT INVENTORY FOR MERIT REVIEW TO
PROFESSOR, STEP 6 and PROFESSOR ABOVE-SCALE**

Candidate Material to the Department _____

Date to Division _____

Date to Academic Human Resources _____

Department Completes

Name _____

Division _____

Department _____

PRESENT STATUS

Rank and Step _____

Percent Time _____ Basis _____

Annual Salary _____ If off-scale, amount _____

Years at Rank _____ Years at Step _____

Review Period _____

STATUS PROPOSED BY DEPARTMENT

Rank and Step _____

Percent Time _____ Basis _____

Annual Salary _____ If off-scale, amount _____

Effective Date _____

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

___ Dean's Letter

Candidate's campus address for correspondence:

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department Letter

___ Department Letter See [CAPM Appendix 4](#) for requirements.

See [CAPM 006.000](#) for assessment of the timeliness with which evaluations are completed or attach Narrative Evaluation Timeliness Report

___ Candidate's Optional Response to Redacted Confidential Documents

___ Confidential Letters - External (usually 3-5); Internal are optional See [CAPM 406.220](#)

Sample copy of solicitation letter

List of names of those who might not objectively evaluate candidate and explanation

List of all persons from whom letters were sought:

- Identify those suggested by candidate
- Identify letter-writers with alpha code
- Attach any declining letters

Any lists provided by candidate must be included

Brief comments on academic standing of each letter writer and relationship, if any, to candidate

Letters (all solicited letters must be forwarded with the file)

Unsolicited letters

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

If student letters are solicited:

- Sample copy of solicitation letter
- Representative sample of names from course list must be used

___ Candidate's Optional Statement

___ Sabbatical Leave Report (if leave was taken during the review period)

___ Unsolicited Material (other material which the Candidate wishes to have included in the review file) See [CAPM 406.220](#)

___ Cumulative Biobibliography See [CAPM Appendix 9](#) for guidelines.

___ Student Evaluations Submit all since last approved action. Please annotate those submitted on biobibliography.

___ Publications: For Step 6, submit one copy of all publications since advancement (or UCSC appointment) to Professor rank. For Above-scale, include one copy of all publications since advancement to Step 6. (Please number and annotate those submitted to department on biobibliography. Items forwarded should be indicated with the letter "F".)

- ORIGINAL AND ONE COPY OF REVIEW FILE FOR APPROVING AUTHORITY
- ONE COPY OF REVIEW FILE FOR DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT