

**DOCUMENT INVENTORY FOR APPOINTMENT
TO LECTURER WITH SECURITY OF EMPLOYMENT SERIES**

Candidate Material to the Dept. _____
Date to Division _____
Date to the Academic Personnel Office _____

Department/Unit Completes

Name _____ Recommended Title _____
Division _____ Dept./Unit _____
Annual Salary Rate _____ @100% Time (Less than full-time appointments are exceptional and require EVC approval)
Number of Courses and Equivalencies _____ Effective Date _____
Prior and/or Concurrent UC Employment: Yes _____ No _____; if yes, state location, dates, title(s):

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

___ Recruitment Compliance: Search # _____ Compliance Approval Date _____

___ Dean's Letter

___ Department Letter

___ Solicited Confidential Letters - (usually two to four)

Sample copy of solicitation letter or explanation of how letters were received (e.g., Candidate solicited)

List of those who might not objectively evaluate candidate and reasons (optional, but must be included if submitted by Candidate)

List of all persons from whom letters were sought:

- Identify those suggested by candidate
- Identify letter-writers with alpha code
- Include any declining letters and/or document declinations by phone

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)

___ Candidate's Statement of Pedagogical Philosophy and Goals (optional)

___ Optional Material (other information the Candidate wishes to have included in the review file – [CAPM 404.220](#))

___ Curriculum Vitae or Cumulative Bio-bibliography

___ Student Evaluations (if available, asterisk courses for which evaluations are submitted on Vitae or Bio-bibliography)

Candidate's address for correspondence:

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