

**DOCUMENT INVENTORY FOR INITIAL CONTINUING APPOINTMENT
(UNIT 18)**

Candidate Material to the Department _____

Use for the Excellence Review – Candidate has completed 18 quarters of service in a department at UCSC Date to Division _____

Use also for Continuing Appointment merit reviews with a greater than two-step recommendation, which require solicited letters of evaluation (“long review”)

Department Completes

Name _____ Dept/Unit _____ Division _____

Within recommending dept/unit: Current or most recent annual salary rate _____ and Quarters of service to date: _____

Current or most recent title _____ Appt. Basis 9/9 0 or 9/12 0 %Time _____

Concurrent UC employment: Yes ___ No ___ If yes, provide title, location, and dates: _____

Proposed Appointment

Title _____ Merit recommendation - # of steps _____ **NOTE:** If Candidate is found to have met the excellence standard for a continuing appointment, a two-step merit increase is required (or candidate's annual salary rate must be brought up to the minimum rate, whichever is greater. See applicable Unit 18 salary scales).

Proposed annual salary rate _____ Proposed actual salary _____ Appt. Basis: 9/9 0 or 9/12 0 %Time _____

Pay dates _____ Service dates _____

Proposed assignments: List courses and/or equivalencies with corresponding IWCs, and note whether assignment is part of recommended base appointment percentage, or explain why it qualifies as a temporary augmentation.

0 Fall

0 Winter

0 Spring _____

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 dated _____ or Waiver dated _____

___ Instructional Need Approval (include correspondence) _____ Candidate's address for correspondence

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department/Unit Letter

___ Department/Unit Letter (Must include assessment of timeliness, see CAPM 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)

Solicited Letters of Evaluation

Sample copy of solicitation letter

List of those who might not objectively evaluate candidate and candidate's reasons

(optional) List of all persons from whom letters were sought:

___ - Identify those suggested by the candidate

- Identify letter writers with alpha code

- Include any declining letters or document any declinations by phone

Brief comments on academic standing of letter writers 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)

___ Representative sample of narrative evaluations (since beginning of last approved action and statement of quality - material will be returned to department)

___ Representative syllabi, reading lists, tests, instructional handouts (since beginning of last approved action - material will be returned to the department) Optional Material

___ Cumulative Bio-bibliography (asterisk courses for which student evaluations are submitted and include teaching, service, and current address)

Student Evaluations (since initial pre-six appointment in recommending department/unit, include response rate)

- ONE COPY OF REVIEW FILE FOR DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT