

Checklist for Preparing Academic Personnel Merit/Promotion Files  
for  
PROFESSIONAL RESEARCH \_\_\_\_\_ SERIES

Review criteria: Research & Creative Activity; Professional Competence & Activity; University & Public Service

| <b>ORIGINAL</b>          | <b>MERIT</b> | <b>PROMOTION,<br/>ADV TO VI,<br/>ADV TO A/S</b> | <b>DEFERRAL</b> | <b>QUINQUENNIAL REVIEW</b> |
|--------------------------|--------------|---|-----------------|----------------------------|
| Department Letter w/vote | Required     | Required  | N/A             | Required                   |
| Self-Statement           | Optional     | Optional  | Optional        | Optional                   |
| Extramural Letters       | N/A          | Required  | N/A             | N/A                        |
| UC Biography             | Required     | Required  | N/A             | Required                   |
| Bibliography             | Required     | Required  | N/A             | §                          |
| Bib at Last Advance      | Required     | Required  | N/A             | Required                   |
| Difference List          | Required     | Required  | N/A             | §                          |
| Professional Activity *  | Required     | Required  | N/A             | Required; last 5 years     |
| Univ & Pub Service *     | Required     | Required  | N/A             | Required; last 5 years     |
| Grant Activity           | Required     | Required  | N/A             | Required; last 5 years     |
| Procedural Safeguard     | Required     | Required  | N/A             | Required                   |

\* not expected at the Assistant level

§ Publication and Creative Activity during last 5 years

\*\* There is an 8-year limit for an appointee who hold the Assistant Research \_\_\_\_ title, either in that title alone or when combined with a Visiting Assistant Research \_\_\_\_ title, with or without salary.