

Checklist for Preparing Academic Personnel Merit/Promotion Files
for
PROJECT (eg SCIENTIST) SERIES

Review criteria: demonstrated significant, original and creative contributions to a research project,
professional competence and activity

ORIGINAL	MERIT	PROMOTION, ADV TO VI, ADV TO A/S	DEFERRAL	QUINQUENNIAL REVIEW
Department Letter w/vote	Required	Required	N/A	Required
Self-Statement	Optional	Optional	N/A	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	§
Job Description, signed (PI and employee)	Required	Required	N/A	Required
Professional Activity	Required	Required	N/A	Required; last 5 years
University & Pub Service	Encouraged	Encouraged	N/A	Encouraged; last 5 years
Grant Activity	Required	Required	N/A	Required; last 5 years
Procedural Safeguard	Required	Required	N/A	Required

§ Publication and Creative Activity during last 5 years