

**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 Bibliography See [CAPM Appendix 9](#) for guidelines.

\_\_\_ Student Evaluations Submit all since last approved action. Please annotate those submitted on bibliography.

\_\_\_ 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 bibliography. 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