

**DOCUMENT INVENTORY FOR APPOINTMENT
TO REGULAR PROFESSOR SERIES**
(Also use for Adjunct Professors and Acting Professors)

Candidate Material to the Department _____
Date to Division _____
Date to Academic Human Resources _____

Department Completes

Name _____ Division _____ Department _____
Proposed Rank and Step _____ College Affiliation _____
Annual Salary Rate _____ If off-scale, amount _____ Basis (9 or 11 month) _____ % Time _____
Effective: Pay Dates _____ Service Dates _____
Prior and/or Concurrent UC Employment: Yes ___ No ___ ; if yes, state location, dates, and title(s): _____

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

___ Recruitment Compliance: Search # _____ Compliance Approval Date _____

___ Dean's Letter (if CP/EVC or CHAN authority)

___ Department Letter

___ Solicited Confidential Letters - External (usually 3-5) and Internal

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

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;
- Include any declining letters or document declinations by phone

Brief comments on academic standing of each letter writer and relationship, if any, to candidate

Extramural letters (all solicited letters must be forwarded with the file)

___ Candidate's Optional Statement

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

___ Curriculum Vitae (MUST include teaching, service, and a complete list of publications) or Cumulative Biobibliography [CAPM Appendix 9](#)

___ Student Evaluations (if available, please asterisk those submitted on Vitae or Biobibliography)

___ Publications Please submit one copy of each publication.

Please number and asterisk those submitted to department on Vitae or Biobibliography.

Please indicate items forwarded with the letter "F".

Candidate's address for correspondence:

- ORIGINAL REVIEW FILE FOR APPROVING AUTHORITY
(For appointments to tenured positions, please submit ORIGINAL REVIEW FILE AND ONE COPY.)
- ONE COPY OF REVIEW FILE FOR DIVISION (If CP/EVC or Chancellor Authority)
- ONE COPY OF REVIEW FILE TO BE RETAINED BY THE DEPARTMENT