

Helpful Hints

General

1. **New:** For all CAP cases, send **Original plus 1 single-sided copy AND 4 double-sided copies**. **Please Note:** For the double-sided copies, the cover page should be single-sided. The additional material that follows is double-sided.
2. Binder Clip or rubber band dossiers
3. Staple each publication - NO paper clips please. Large manuscripts can be binder clipped.
4. Use white bankers' boxes with typed information on top/sides (Name, Dept, Action, Effective Date) Like the following:

(Bruinbuy #P5OM97210) **OR**

(9X4X15 Bruinbuy
#P500009)

OR



Salary histories

1. Please include the entire history, not just the most recent page from DAT (DAT goes back to 1995).
2. After Full Professor, rank doesn't change. However, once at Initial Above Scale has been reached the step starts there and is continuous. They are eligible every 4 years. Every merit they receive does not restart the step.
3. If there is a split appointment primary department should be entering actual salary not WOS.
4. Make sure that there is no social security number included on any salary history.

Data Summary

1. Use correct cover sheet. Refer to APO website for current page.
 - o If split or joint appointment, **MUST** show the other department on cover sheet.
 - o f Chair/Director's Merit, must write/type in "Chair's Merit" along top of cover page.
 - o **Must include calculated "Offscale Salary Analysis" from DAT, immediately following cover page.**
2. Vote pages: Votes must add up and match the Chair/Director letter.
3. Assistant Professor vote pages. You must include ALL prior assistant actions (horizontal vote page).
4. Please compare data summary and CV. If something is in the CV it must not be omitted from the data summary pages. (Excluding Life Sciences)

5. **CV is required from here on out.**
6. On Prior Cert page, write whatever additional materials are included (i.e. CV, Self-Statement, etc).
7. Prior & After Cert pages must be dated on different days.
8. If more than one department is involved there must be an after cert for the other department unless there is a waiver.

Bibliography

1. Mark "Since Last Review" in **all** sections
2. Refer back to last action to make sure nothing is missing
3. Make sure publications in box are in chronological order and numbered with a copy of the bib on top.

Chair/Director Reports

1. Refer to letter writers by numbers or alphabet. Number the letters before letting committees/chair see them. Numbering must be consistent.

Ad Hoc/MIC Reports

1. Names and signatures of Ad Hoc committee should be on a separate page, specific per division.
2. Refer to letter writers by numbers or by alphabet not name or affiliation.

Letters

1. Put UC letters first in alpha order; UCLA, Berkeley, Irvine, etc.
2. External letters in reverse chronological order
3. Number or letter each letter, including student letters in upper right hand corner. Numbering must correspond to list and to references in department letter.
4. Stamp each letter, including student letters. {*We are referring to the candidate/chair/both stamp}
5. If no original signature, attach email from reviewer.
6. There should only be 1 list showing letter writers names, numbers, & affiliations for the outside reviewers and another list for the student reviewers.
7. No "cover" sheets are needed to introduce the different letter writers sections, these are removed before moving forward. * *Stamp can be purchased at through the following company, [West Valley Rubber Stamp](#).*

Teaching evaluations

1. Reverse chronological order with recap cover sheet on top per class.
2. Please include evaluations for any merits for Physical Sciences Division.

Publication boxes

1. No dividers or extra colored pages needed to separate the teaching evaluations from the publications, they are removed before going to APO/CAP.

DAT

1. Actions **MUST** be entered into DAT and submitted to Dean's Office for processing at the same time as the hard copies are delivered.
2. New Adjunct Appointment must now be entered into DAT, only **NEW** appointments.
3. New Joint and Split Appointments must also be entered into DAT. Primary department initiates the action.
4. The School of Medicine (SOM) is not participating in DAT, therefore, if you have a case where the SOM is the primary please contact Derek for initiation of the action in DAT.
5. For Assistant level - must propose separate actions for renewal, merit, appraisals, etc.
6. If a faculty member is deferring their action, please notate in DAT.
7. If a faculty member is a Chair/Director, propose the action as a "Chair's Merit."