Helpful Hints

General:

1. For all CAP cases*, submit the original dossier, 1 single-sided copy, and 4 double-sided copies to the College Academic Personnel Office. Start double-sided copying after the vote page. (*Note: exception for Tenure cases only, submit 5 single-sided copies)
2. Do not staple dossiers. Secure them with binder clips or rubber bands.
3. Staple and number each publication to correspond with the bibliography. Please do not use paper clips on publications. Large manuscripts can be binder clipped.
4. Use white bankers’ boxes with typed information on top/sides (name, dept., action, effective date). For example:

(Bruinbuy #P5OM97210)  OR  (9X4X15 Bruinbuy #P500009)  OR

Salary History:

1. Please include the entire employment history, not only the most recent history page from DAT. DAT dates back only to 1995.
2. Rank and step must be noted in the salary history: for example, Assistant Professor, Step I; Associate Professor, Step II; Professor, Step V.
3. After promotion to full Professor, rank does not change. Above-Scale Professors do not have steps. They are eligible for merit review every four years (i.e., Professor Further Above Scale).
4. For split appointments, the primary department must enter the salary and percent; the secondary must do likewise. For joint appointments, the primary department must enter the salary; the secondary department can enter WOS.
5. Do not include Social Security numbers on any salary history.

Data Summary:

1. Refer to APO website in order to find the correct cover page for the current action.
   - If split or joint appointment, please show both departments on the cover page.
   - If Chair/Director Merit, please write/type “Chair’s Merit” at the top of cover page.
   - Include calculated Off-Scale Salary analysis from DAT when submitting dossier.
2. Vote pages: vote breakdown and tally must match that in Departmental letter.
3. For Assistant Professors: the horizontal vote page showing all prior assistant professor actions must be used.
4. Please compare data summary pages and CV. Items listed in the CV must be included in the data summary pages (excluding Life Sciences Division cases).
5. CV is required. It should be located behind the “prior certification” page in the dossier.

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6. On the Prior Certification page, note whatever additional materials are included in the dossier (e.g., CV, self-statement, etc.) and in the publications box.
7. Prior and After Certification pages must show different dates. Per instructions on those pages, they should never be signed on the same date.
8. For split appointments and joint appointments without waivers, there must be an After Certification page included from each department.

Bibliography:

1. Please refer to the Bibliography instructions in the College Toolkit.
2. Compare current bibliography to the one in the previous action to be sure nothing is missing.
3. Mark “since last review” in all sections of the bibliography.
4. Include a copy of the bibliography in the publications box. Publications should be numbered and stapled, and in chronological order in the box.

Department and Chair’s Letters:

1. Date of faculty meeting and votes should be mentioned in the first paragraph.
2. Before allowing the Chair and committee to see external letters, please label the letters either by number or alphabet (e.g., 1, 2 or A, B).
3. In the Department and Chair’s letters, refer to external reviewers by number or alphabet. Numbering must be consistent. Never refer to external reviewers by name.

Ad Hoc/Merit Review Committee Reports:

1. Refer to any reviewers by number or by alphabet (see above).
2. Names and signatures of committee members should be listed on a separate page, apart from the body of the report.

Letters:

1. If letters are quoted in Departmental and Chair’s letter, please double-check the quotes against the original letter for accuracy.
2. The list of external reviewers should be placed after the Departmental reports. There should be separate lists for external reviewers and for student reviewers. Following the list of reviewers, please place the solicitation letter with copy of the UC confidentiality statement.
3. Place UCLA letters first in order, then other UC letters: Berkeley, Davis, Irvine, etc.
4. Place all other external letters in reverse chronological date order, most current on top.
5. As noted above, number each letter in the upper right-hand corner. Also number the student letters. All numbering must correspond to the list of external reviewers and to references in the departmental letters.
6. Use the “candidate/chair/both” stamp on all letters. The stamp can be purchased at West Valley Rubber Stamp (www.westvalleyrubberstamp.com).
7. If there is no original signature on a letter, please attach the e-mail which accompanied it, showing the name of the reviewer.
Teaching Evaluations:

1. In the box, place the teaching evaluations per class in reverse chronological order.
2. For Physical Science Division merits, include teaching evaluations with the dossier.

Publications Boxes:

1. As noted above, please include a copy of the bibliography in the box. The bibliography should be identical to that in the dossier.
2. Do not put publications in binders. Do not put dividers between publications.

Dossier Action Tracking (DAT):

1. When you log into DAT through the Academic Personnel Office (APO) website, you will notice that instructions are listed in the margins of the screens. If you have problems following these instructions, please contact your Academic Personnel Analyst.
2. All faculty academic personnel actions—including split and joint appointments and adjunct appointments—must be entered into DAT. Be sure this process has been done by the time the hard copies are delivered to the College Deans’ Office.
3. For Assistant Professors, each action must be proposed separately for appraisal, merit and renewal of appointment.
4. For split and joint appointments, the primary department initiates the action.
5. The School of Medicine (SOM) does not participate in DAT. If you have a case where SOM is the primary, please contact Derek Person in APO to initiate the action in DAT.
6. Please note in DAT if a faculty member is deferring an action.
7. If a faculty member is a Chair/Director, please propose the action as a “Chair’s Merit.”

Please contact Academic Personnel Analyst in the appropriate Division in the College Office of the Deans if you have any questions regarding the above.