



## Memo: Common mistakes from AP action team on academic merit actions

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- **Action Form:**
  - Selecting the appropriate Delegation of Authority can be found here: <https://academicaffairs.ucdavis.edu/delegations-of-authority>
  - Please use Salary Scale 0 of current Academic Year.
  - Please check years at Rank and Step (APHID) (request access from AP if needed).
  - The proposed Step should reflect the majority Departmental vote outcome.
- **Department Letter:**
  - Please be sure to include concise accurate information only for the review period.
  - Please address Step Plus criteria in evaluation (Guidelines for Advancements): <https://academicaffairs.ucdavis.edu/step-plus-system>
  - Include the recommended advancement based off majority vote outcome (must be the same as - Action Form).
  - Please list the vote results for all steps, including half steps.
  - Please include comments (required for “No” votes).
- **Candidate’s Statement:** Please limit to a maximum of 5 pages; limit descriptions of accomplishments for the review period.
- **Teaching Evaluations:** Include teaching evaluations for the entire review period. If possible, attach evaluations via box.com (preferred method) or email a pdf copy to Analyst.
- **List of Service:** Please update service dates on committees by confirming with faculty those expired and those active.
- **Publications:**
  - Only include peer-reviewed publications under Journals section
  - All publications must contain the full citation
  - Links included should go direct to article (PubMed or Box.com); verify links work!
  - Historical Lines (Clarifications & Reminders for Academic Review Dossiers - Dossier Annotations): <https://academicaffairs.ucdavis.edu/annual-call>
  - Please include (\*) on all items included in the review period
- **Contributions/ Significance of Research:** Include candidate’s specific role/activities for the publication; not just percentages.