

CHECKLIST FOR PROMOTION

For the following title:
Junior Specialist, Step 2

NOTE: Promotion is only allowed when the Junior Specialist was appointed from an open recruitment.

NOTE: Not eligible for Step Plus consideration as title is not part of the Academic Federation.

Department will submit to the dean's office the information listed below through MyInfoVault (MIV):

___ Action Form

___ Department recommendation, a well-documented letter containing:

- a. Concise evaluation of candidate's achievements in research and service, as applicable.
- b. Statement delineating the academic responsibilities of the position.
- c. Report of the nature and extent of consultation and the vote of faculty members in the department. All department letters must report that the consultation and evaluation process was performed consistently with the Peer and Voting Group procedure, and the date the procedure was approved by the Vice Provost—Academic Affairs. A separate department letter is required containing the vote and comments from eligible non-senate faculty. Reasons for negative votes should be addressed in the department letter. It is strongly recommended that all written comments be appended to the department letter.

___ Signed Candidate's Disclosure Certificate

___ OPTIONAL – Letters from collaborators or principal investigators documenting that work performed by the candidate contributed to published research, may be appended to the Department letter.

___ OPTIONAL – Candidate's statement (1-5 pages only)

___ OPTIONAL – Candidate's diversity statement

___ Position description, with a listing of percentage effort expected for each activity, signed by the supervisor and candidate (see sample position descriptions on the [Forms & Checklists](#) page on the Academic Affairs website).

___ List of service activities, if applicable

___ Complete list of publications and/or creative activities (UCD-220-Exhibit C):

- a. Indicate those materials that have been added since last approved action, if applicable (draw a line).
- b. Indicate with an asterisk (*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
- c. Indicate with a (X) the most significant publications.
- d. Indicate with a (+) major mentoring role publications.
- e. Indicate with a (@) refereed publications.
- f. In press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.

NOTE: The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

NOTE: If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link to the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.

___ List of contributions to jointly authored works (numbering corresponds with numbering on publications list).
Candidates can list all authors, but should only describe their own contributions and leadership role to the work.

Examples of leadership include activities such as developing the concept, inventing, or applying novel analytic techniques, making key discoveries, changing the interpretation of findings and writing substantial sections of the paper. An estimate of the candidate's percent contribution to the work should not be included.

___ List of honors and awards, if any

___ List of grants, if any

SUPPORTING DOCUMENTATION (will be returned to department after the review and decision is finalized):

___ One copy of publications, reprints, and manuscripts that are available. Identify each enclosed publication with the corresponding number on the list.

NOTE: If there are no physical supporting documents, the department should send an email to notify the dean's office that the dossier is ready for review in MIV and that there are no physical supporting documents. The same courtesy should be provided to the Senate Office and Academic Affairs when dean's offices route actions in MIV.

Dean's office will provide:

___ Dean's final decision (redelegated promotions) or dean's recommendation letter (non-redelegated promotions). If the dean concurs with the department recommendation, the reviewing dean may opt to write a statement indicating that they have reviewed the dossier and agree with the recommendation of the department in lieu of writing a detailed letter.