

| CHECKLIST FOR LADDER RANK FACULTY APPOINTMENTS | Acting Assistant, Associate or Full Professor; Assistant, Associate or Full Professor |
|---|--|
| Search authorization number (FTE #) | X |
| JPF AP Recruit number (Search Report #), or Search Waiver # | X |
| Dean's recommendation | X |
| Chair's recommendation, including: | X |
| 1. Results of consultation with faculty, including vote | X |
| 2. Qualifications of the candidate (Include degree status if Ph.D. has not been completed) | X |
| 3. Report and analysis of teaching (see APM 210-1-d(1)) | X |
| 4. Report on research activity, publications, and/or creative work (see APM 210-1-d(2)) | X |
| 5. Report on professional competence and activity, (see APM 210-1-d(3)) | if any |
| 6. Report on University and public service, (see APM 210-1-d(4)) | if any |
| 7. Report on special honors and awards | if any |
| 8. Salary justification | X |
| Departmental committee report | if any |
| Supporting letters (see 12/01/09 and 12/09/09 guidelines) Including: copy of letter of solicitation and code key of letters solicited (if any) | X |
| Review of candidate's publications | if any |
| CV uploaded in APBears | X |
| List of publications uploaded in APBears | X |
| Publications ¹ | X |
| Summary of tentative recruitment inducements for intercampus appointments ; eg. Research funds, summer ninths, lab renovation, MOP loan, housing allowances, teaching relief (required). Summary must be submitted to APO and not included in the APBears review file. | X |
| Acceptance or Declination document to archive the APBears case | X |

Please note:

- Search Reports are submitted via AP Search and should not be included with the appointment case.
- If not included in letter of recommendation, please provide explanation of URGENCY OR LATENESS.
- **DEADLINE FOR INTERCAMPUS OFFERS IS APRIL 1.** At the Associate or Full Professor rank allow a minimum of 6-8 weeks for review. At the Assistant or Acting Assistant Professor rank allow a minimum of three weeks for review.
- AAU deadline is April 30.

¹ See 11/21/06 guidelines. If submitting hard copy publications include label with name, department, and action. Send to APO, 127 California Hall, #1502.