

Name: Department(s):

DEAN DELEGATED MERIT ACTIONS AND NORMAL MERIT ACTIONS REVIEWED BY CAP - DOCUMENTATION CHECKLIST

Use this checklist when assembling a documentation file for a Dean Delegated **normal merit increase** OR for a normal merit action reviewed by CAP for a candidate in any of the following:

Senate Series

Professor
Professor in Residence
Professor of Clinical _____

Senate Series

Lecturer PSOE/Sr. Lecturer PSOE
(PSOE at full-time only)
Lecturer SOE/Sr. Lecturer SOE

Non-Senate Series**

Adjunct Professor Series
HS Clinical Professor Series

Deans have been delegated approval authority for normal merit actions within rank after appointment, promotion or acceleration, as follows, *unless previous action was delegated* (except for Professor Step II to III*).

Assistant Professor I-II, II-III, or III-IV (if no MCA)
Lecturer PSOE/Sr. Lecturer PSOE

Associate Professor I-II or II-III
Lecturer SOE/Sr. Lecturer SOE

Professor I-II, II-III*, IV-V, VI-VII, VII-VIII, and VIII-IX
Adjunct Professor Series (all ranks) - All merits within the series
Health Sciences Assistant and Associate Clinical Professor - All merits within rank
Health Sciences Clinical Professor I-II, II-III, IV-V, VI-VII, VII-VIII, and VIII-IX

A. **Checklist.**

B. The original dossier should include:

- 1. Signed ("Dean Delegated Merit Actions and Normal Merit Actions Reviewed by CAP" Form [UCI-AP-25](#)).
- 2. ******(*Non-Senate*) Supplemental Information (Form [UCI-AP-137A](#)).
- 3. Dean's memo for off-scale authorization, if required. (May be copy of email)
- 4. Dean's letter to candidate communicating the decision for merit increase or No Action.
- 5. Departmental evaluation and Chair's recommendation (Parts One and Two of Form [UCI-AP-25](#)). The department or a designated committee should have reviewed this evaluation (with a notation if copy has been provided to the candidate).
- 6. Addendum (Form [UCI-AP-10](#)) or Review Profile.
- 7. Curriculum Vitae.
- 8. Signed Certification Statement (Form [UCI-AP-50](#)). *Not required for files processed in AP Review.*

NOTE: Publications and teaching evaluations should be forwarded for CAP-reviewed normal merits. For DDM, they will be maintained in the department, and provided upon request.