

**DOCUMENT INVENTORY FOR PRE-SIX REAPPOINTMENT
(UNIT 18)**

Candidate Material to the Department _____
Date to Division _____

Use for titles other than Lecturer (e.g., Teacher-Special Programs, Coordinator of Field Work, Supervisor of Teacher Education, etc.) with fewer than 18 quarters in recommending department/unit.

Department Completes

Name _____ Dept/Unit _____ Division _____

Within recommending dept/unit: Current or most recent annual salary rate \$ _____ and Quarters of service to date: _____

Current or most recent title _____ Appt. Basis: 9/9 or 9/12 %Time _____

Proposed Reappointment

Title _____ Annual salary rate _____ Appt. Basis: 9/9 or 9/12 %Time: _____

Actual salary _____ Pay dates _____ Service dates _____

NOTE: One step salary increase required upon reappointment to a 10th quarter of service in the department if no previous increase given by the recommending department.

NOTE 2: If recommending any salary adjustment other than the 10th quarter increase, include justification in evaluation, including number of steps.

Proposed assignments: List courses and/or equivalencies with corresponding IWCs, or number of courses and/or equivalencies, where appropriate

Fall _____

Winter _____

Spring _____

Concurrent UC employment: Yes ___ No ___ If yes, provide title, location, and dates: _____

Review Period _____

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT/UNIT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT DOSSIER IN FOLLOWING ORDER:

___ Recruitment Compliance: Search # _____ Compliance dated _____ or Waiver dated _____

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department/Unit Letter

___ Department/Unit Evaluation (Must include assessment of timeliness in submitting narrative evaluations, see CAPM 006.000, or copy of Narrative Evaluation Timeliness Report, if applicable to title.)

___ Optional Material:

___ Candidate's Statement of Pedagogical Philosophy and Goals

___ Other Material (e.g., unsolicited letters, etc.)

___ Cumulative Bio-bibliography (include teaching, service, current address, and asterisk courses for which student evaluations were submitted, if any)

___ Student Evaluations (since beginning of last approved action, include response rate)

Candidate's address for correspondence:

- ORIGINAL REVIEW FILE TO DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT