

## L&S Non-Senate Series Checklist

	Specialist Case Materials														
	Junior			Assistant				Associate					Full		
	Appointment	Reappointment	Promotion (to Asst.)	Appointment	Reappointment	Reappointment with Merit	Promotion (to Assoc.)	Appointment	Appointment from UCB Postdoc	Reappointment	Reappointment with Merit	Promotion (to Full)	Appointment	Reappointment	Reappointment with Merit
Checklist	N/A	N/A	N/A	N/A	N/A	N/A	R	N/A	N/A	N/A	N/A	R	R	R	R
Case Tracking	-	-	-	-	-	-	R	R	R	-	-	R	R	-	-
Dept. Recommendation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CV (most up to date)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Personal Statement	-	-	R	O	-	O	R	O	-	O	O	R	R	O	O
Publications	-	-	O	O	-	O	R	O	-	-	O	R	R	O	R
Fairness Safeguard	-	-	R	-	-	R	R	-	-	-	R	R	-	-	R
External reviewers	-	-	-	O	-	O	O	O	-	-	O	O	O	-	O
APO Classification ▲	-	-	-	No	-	-	Yes	Yes	Yes	-	-	Yes	Yes	-	-

R=required  
 O=optional  
 -= not required  
 ▲ Search or search waiver

	Project Scientist Case Materials											
	Assistant				Associate					Full		
	Appointment	Reappointment	Reappointment with Merit	Promotion (to Assoc.)	Appointment	Appointment from UCB Postdoc	Reappointment	Reappointment with Merit	Promotion (to Full)	Appointment	Reappointment	Reappointment with Merit
Checklist	R	-	R	R	R	R	-	R	R	R	-	R
Case Tracking	-	-	-	R	R	-	-	-	R	R	-	R
Dept. Recommendation	R	R	R	R	R	R	R	R	R	R	R	R
CV (most up to date)	R	R	R	R	R	R	R	R	R	R	R	R
Personal Statement	O	O	O	R	O	O	O	O	R	O	O	O
Publications	R	O	R	R	O	R	O	R	R	R	O	R
Fairness Safeguard	-	-	R	R	-	-	-	R	R	-	-	R
External reviewers	O	-	-	O	O	-	-	-	O	O	-	O
APO Classification ▲	No	-	-	Yes	Yes	Yes	-	-	Yes	Yes	-	O

R=required  
 O=optional  
 -= not required  
 ▲ search or search waiver

	Researcher Case Materials											
	Assistant				Associate					Full		
	Appointment	Reappointment	Merit	Promotion (to Assoc.)	Appointment	UCB Postdoc	Reappointment	with Merit	Promotion (to Full)	Appointment	Reappointment	Merit
Checklist	R	-	R	R	R	R	-	R	R	R	-	R
Case Tracking	R	-	R	R	R	R	-	R	R	R	-	R
Dept. Recommendation	R	R	R	R	R	R	R	R	R	R	R	R
CV (most up to date)	R	R	R	R	R	R	R	R	R	R	R	R
Personal Statement	O	O	O	R	O	O	-	O	R	O	O	R
Publications	R	R	R	R	R	R	-	O	R	R	O	R
Fairness Safeguard	O	-	R	R	R	R	-	R	R	R	-	R
External reviewers*	O	-	-	R	R	R	-	-	R	R	-	R
APO Classification ▲	Yes	-	-	Yes	Yes	Yes	-	-	Yes	Yes	-	-

R=required  
 O=optional  
 -= not required  
 ▲ search or search waiver  
 \*3+ letters required

**Cases Reviewed By APO**

**Above-Scale Merits (all ranks)**  
**Change in Academic Series**  
**Promotions (all ranks)**  
**Assistant Researcher Appointments\***  
**Associate Rank Appointments\***  
**Researcher Merit to Step VI**

\*If recruited through a full search, include cover letter and external letters (if any) used to apply to the position

**\*\* Biobibs are not necessary as long as the CV contains the information requested in the biobib form. A statement addressing these areas can be submitted as well.**

**\*\*\* Requests must include a sentence confirming the funding availability for the entire duration.**