



MERIT EQUITY REVIEW DATA SUMMARY

NAME:

DEPARTMENT:

(LAST NAME, FIRST)

PRESENT STATUS

CANDIDATE'S REQUESTED STATUS

Rank & Step:		Rank & Step:	
Salary Rate:	9 / 11	Effective Date:	
Years at Rank:	Years at Step:		

**A CURRENT, UP-TO-DATE HISTORY RECORD IS REQUIRED
INSERT IMMEDIATELY FOLLOWING THIS PAGE**

This action:

- requires submission by the Academic Personnel Office to Council on Academic Personnel

MAILING ADDRESS:

CHANCELLOR'S ACTION:

DATE:

See *The CALL*, Appendix 35 for detailed instructions and checklist. The policy limits MER to (1) once at the Associate Professor level, (2) once at the Full Professor level prior to Advancement to Professor Step VI, and (3) once after Advancement to Professor Step VI. See Section III for eligible titles.

CERTIFICATION OF COMPLIANCE WITH BYLAW 55

(Please make all entries in the columns to the right)

<p>Report of Vote</p> <p>Indicate class of eligible voters under approved departmental procedures for implementation of Bylaw 55.</p> <p>Examples: elected committee tenure staff entire staff, etc.</p>	<p>Primary Department:</p> <p>_____</p>	<p>Secondary Department:</p> <p>_____</p>
<p>Number eligible to vote _____</p>		

Motion voted upon and proposed effective date

<p>Aye _____</p> <p>Nay _____</p> <p>Abstain _____</p> <p>Absent _____</p> <p>Other (Explain) _____</p>		
---	--	--

TEACHING RECORD

COURSE PROGRAM CARRIED BY CANDIDATE DURING THE FALL AND WINTER OF CURRENT ACADEMIC YEAR AND THE PREVIOUS FIVE YEARS.

Term, Year	Course No. ⁽¹⁾	Title of Course	Required ⁽²⁾	Enrollment	Other Faculty Participants ⁽³⁾

⁽¹⁾ If no undergraduate course is listed, please append statement of rationale for assignment of courses made to the candidate for the indicated period.

⁽²⁾ Required for a major or to fulfill a lower division requirement.

⁽³⁾ If other faculty participated, please append statement describing character and extent of candidate's participation.

OTHER TEACHING ACTIVITIES:

GRADUATES WHO HAVE COMPLETED Ph.D. (OR OTHER TERMINAL ADVANCED DEGREE) AT UC DURING THE PERIOD SINCE THE LAST REVIEW UNDER THE PRINCIPAL SUPERVISION OF FACULTY MEMBER (THAT IS, FACULTY MEMBER WAS CHAIR OF DOCTORAL COMMITTEE):

A) NUMBER: _____

B) CURRENT STATUS OF THESE DEGREE HOLDERS (IF KNOWN):

Name	Year Ph.D. Granted	Institutional Affiliation	Title

GRADUATES ADVANCED TO CANDIDACY FOR THE Ph.D. (OR CANDIDATES FOR OTHER TERMINAL ADVANCED DEGREES) WORKING UNDER THE PRINCIPAL SUPERVISION OF FACULTY MEMBER (THAT IS, FACULTY MEMBER IS CHAIR OF DOCTORAL COMMITTEE):

Name	Year Advanced to Candidacy

PROVIDE INFORMATION REGARDING SERVICE AND PROFESSIONAL ACTIVITY AS INDICATED BELOW:

Merit to Associate Professor II, III	Since last review
Promotion to Professor I	Since last advancement in rank
Merit to Professor II, III, IV, V, VII, VIII, IX	Since last review
Professor VI and Above-Scale	Entire career
Further Advancement in Above-Scale status	Since initial advancement to Above-Scale

– Information should include Fall of current academic year –

**INFORMATION REGARDING SERVICE AND PROFESSIONAL ACTIVITY FOR THE RELEVANT PERIOD.
FOR ALL PROFESSORIAL SERIES.**

UNIVERSITY COMMITTEE SERVICE

(1) Service on Academic Senate Committees:

Committee

Period of Service

(2) Other Committee Service:

Committee

Period of Service

COMMUNITY SERVICE ACTIVITIES (e.g. providing service related to the improvement of elementary and secondary education)

Description

Date(s)

HONORS AND SPECIAL RECOGNITION RECEIVED

Description

Date(s)

FELLOWSHIP AND RESEARCH GRANTS RECEIVED

Agency & Number Title PI or co-PI (name PI if you are not)	% effort	Duration of Grant	Direct costs (your component only, if multiple co-PIs)

PROFESSIONAL ACTIVITIES DURING THE RELEVANT PERIOD

ACTIVITIES IN SCHOLARLY AND PROFESSIONAL SOCIETIES (e.g., serving as a committee member or as an officer of a scholarly or professional organization, or providing professional services to such organizations)

EDITORIAL SERVICES TO SCHOLARLY PUBLICATIONS (e.g., serving as a reviewer or editor)

CONSULTING ACTIVITIES (e.g., providing professional, managerial, or technical services to individual clients, commercial entities, non-profit organizations and governmental agencies; testifying as an expert in legislative, administrative, and judicial proceedings)

OTHER PROFESSIONAL ACTIVITIES (e.g., practicing a profession on a part-time basis; presenting invited lectures or papers; participating in or accepting a commission for a musical, dramatic, dance, or other artistic activity, performance, or event)

GUIDE TO BIBLIOGRAPHY PREPARATION

Complete bibliographies indicating prior submissions: If a current published item was listed in an earlier submission as "in preparation" or "in press," it should be so indicated.

Categorized Bibliographies: Entries should be identified by categories, such as: Books, Monographs, Published Research Papers, Published Articles, Abstracts, and Book Reviews. Since categories will vary among the disciplines, departments may wish to adopt their own categories. (The Council on Academic Personnel recommends departments consider providing bibliographic items by category. See example #2 below.)

Example #1

Smith, R., Jones, H., and Jackson, K., "A Study of the Perodian Process," J. Chem. Phys., 14:325-30 (1984)
(RESEARCH PAPER)

Example #2**RESEARCH PAPERS**

Smith, R., Jones, H., and Jackson, K., "A Study of the Perodian Process," J. Chem. Phys., 14:325-30 (1984)

BOOKS

Page Numbers: Both first and last page should be cited.

Edited Works: In instances where editors contribute various writings such as introductions, summaries, chapters, etc. to the works they edit, a description of such writings, including page numbers should be included as part of the citation of each edited work.

Joint Authorship: The author's names should be listed as they appear on the publications.

Note: All publications added since the last review should be bracketed in the left margin.

DO NOT INCLUDE THIS PAGE IN THE DATA SUMMARY

CANDIDATE’S CERTIFICATION AND INVENTORY OF ADDED MATERIALS PRIOR TO DETERMINATION OF DEPARTMENTAL RECOMMENDATION

Under Section 220-80-c of the Academic Personnel Manual:

- I) I was informed of the impending review for this personnel action and of the review process (through access to APM Sections 210-1 and 220).
- II) I was provided the opportunity to ask questions, supply information and evidence, make any desired additions, and, if relevant in this personnel action, suggest names for solicitation of letters of evaluation, and to provide, in writing, names of persons (within and outside UCLA), who in my view, may not provide objective evaluations. (If such information provided, list names below)
- III) With respect to your interdisciplinary work, as provided for in The UCLA CALL, III. Professorial Series IV.C.9, and Appendix 37, you have the right to:

(1) describe, in your self-statement, your interdisciplinary work in detail; (2) identify persons, both extramural and intramural, qualified to evaluate it; and (3) designate, below, UC interdisciplinary entities (e.g. organized research units, research centers, interdisciplinary degree programs, interdepartmental programs, centers for interdisciplinary instruction, etc., as well as the other department in a joint or split appointment) with which you have been affiliated and whose input you expect your Chair (or Director) to solicit in this personnel action:

_____ (insert name of Department, interdisciplinary entity, etc.).

Under Section 220-80-d of the Academic Personnel Manual:

- I) I inspected the data set forth on pages 3-6 and the bibliography. My initials *following* the entries on those pages indicate my concurrence in the completeness and accuracy of the data. (Any items corrected by me or added at my request are inventoried below)
- II) I had the opportunity to receive redacted copies of the confidential documents in this file.
- III) I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon material in the file. (If such a statement was provided, it is listed below)

Name

Date

Items I have corrected and items and statements I have added:

CANDIDATE'S CERTIFICATION AFTER DETERMINATION OF DEPARTMENTAL RECOMMENDATION

Under Section 220-80-e of the Academic Personnel Manual:

I was informed of:

- I) the departmental recommendation and of the substance of the departmental evaluations under each of the applicable criteria. Upon request, a copy of the departmental recommendation was supplied to me.
- II) the departmental vote.
- III) the right to make written comments on the departmental recommendation and to direct transmittal of these comments to the Chair or Dean for inclusion in this file.
- IV) the time limit for submission of comments under III above.

Name

Date