**CHECKSHEET #F-3A** [**PROFESSIONAL RESEARCH SERIES – APM 310**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-310.pdf)

***Vice Chancellor for Research Office***

**MERIT – Assistant Professional Researcher**

**NAME:**       **UNIT:**

**PROPOSED:**      ,      ,       **SALARY: $**

**Title, Step, %**

**CURRENT:**      ,      ,       **SALARY: $**

**Title, Step, %**

**LAST**

**EFFECTIVE DATE:**        **ADVANCEMENT:**      ,

**Date, Action**

**CHECKLIST**

     Director’s recommendation or concurrence (may use Advancement Cover Page)

     Principal Investigator’s/Supervisor’s recommendation

Recommendation should include:

     Evaluation of research activity, publications, and creative work, including:

* + appraisal of publications appearing since the last review
  + evaluation of candidate’s contribution to collaborative work or co-authored publications
  + assessment of work in progress whenever possible

     Evaluation of professional competence and activity

     Evaluation of University and public service, if any

     Evaluation of special honors and awards, if any

     If acceleration is recommended, include justification

     Fairness Safeguard Statement

     Candidate’s Contribution

     Standardized C.V.

     Research Supplemental Report

     Narrative Self-Statement, if provided

     Explanation of urgency/lateness (if not included in Supervisor’s recommendation)

**HR CONTACT**

**NAME:**       **PHONE:**       **EMAIL:**