**CHECKSHEET #S-2** [**SPECIALIST SERIES – APM 330**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-330.pdf)

***Vice Chancellor for Research Office***

**MERIT/PROMOTION – Specialist – All Levels**

**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; contributions to faculty research; contributions to publications

     Evaluation of professional competence and activity (optional for Junior and Assistant Specialists)

     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:**