**CHECKSHEET #H-3** [**ACADEMIC COORDINATOR SERIES – APM 375**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-375.pdf)

***Vice Chancellor for Research Office***

**PROMOTION – Academic Coordinator – 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 administrative performance

      Evaluation of professional competence and activity

      Evaluation of size and scope of program(s) overseen by candidate

      Evaluation of University and public service

      Evaluation of professional accomplishments and scholarly achievement, 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.

      Administrative Supplemental Report

      Narrative Self-Statement, if provided

     Academic Coordinator Questionnaire

     Unit Organizational Chart

     Explanation of urgency/lateness (if not included in letter of recommendation)

**HR CONTACT**

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