**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:**