

DATE

TO: George Tynan, Associate Vice Chancellor
Research Affairs

FROM: Director's name
Title
ORU Name

SUBJECT:

Introduction

Sample – The XXXX(ORU name) recommends the appointment renewal and merit advancement for Dr. XXXX, to XXXX, Step X, at an annual salary of XX (10/09 scale), at XX% effort, effective 7/1/XX – 6/30/XX

Research

Service (For Research Scientist series)

TIPS from SVCAA/CAP: The quality of service contributions should be indicated, rather than merely listing service contributions.

Referee Letters

Needed for promotions, career review and above scale files

Cross-Over Step

TIPS: For a candidate to be awarded a crossover merit, ongoing research must be listed in Section C of the bibliography and discussed in the departmental letter, and evidence (documentation) of this work must be provided. The departmental letter should explain how promotion will be justified when this work is complete.

Second cross-over steps are highly unlikely to be approved by CAP/SVCAA. A no change file is indicated in these cases since a second argument that promotion would be justified when X publications are printed won't be accepted.

Market Off-Scale Reset

Evaluation of the individual's sustained high-performance trajectory over the six year period
Evidence that the individual has maintained his/her position as a leader in the field of research
Description of the importance to the department and the campus of retaining the individual at UCSD.

You may also include discipline-based market considerations.

Conclusion