Common Chair Letter Issues That May Result in a Packet Being Returned for Correction

• Missing or insufficient justifications for:
  - accelerated/decelerated actions
  - advancement to special “overlapping” steps (e.g. Assistant Step VI, Associate Step I V)
  - retroactive effective date

• Missing required senate faculty vote

• Missing comments or required review category left completely blank

• Missing rating or “N/A” for required category, with an insufficient or incorrect explanation
  Examples:
  - “N/A” rating is indicated for University and Public Service and/or states in the comment box “University service is not a requirement for this position” – when it is required by policy.

• Discrepancies between Chair Letter and content of the packet
  Examples:
  - Missing significant publications and research summary program when there’s evidence of such activities on the CV and required for series.
  - N/A rating for Significance of Research but CV lists 25 peer-reviewed publications, 10 of which were first authored by the candidate

• Discrepancies between ratings and comments in Chair Letter
  Examples:
  - “Needs Improvement” rating given but comments state outstanding work
  - High ratings are filled in the bubbles for specific categories; however there is nothing listed in the CV to support the rating – Outstanding rating for University/Public Service with a comment “Dr. Doe has no University/Public Service”

• Discrepancies between Chair Letter categories and comments
  Examples:
  - Comments on research are made in the section for teaching

• Insufficient explanation OR missing explanation for lack of required items/criteria, in the comments field:
  Examples:
  - Reference letters/ teaching assessments (e.g. “5 references were provided only 2 responded”)
  - Lack of required criteria on CV not explained in Chair letter

• Irrelevant or prohibited information
  - Medical diagnosis or illness
  - Self-solicited references or letters
- Reference to protected class (ethnicity, sex, disability, age, veteran status, etc) is made in the section for “Contributions to Diversity”
- Names or identities of referees mentioned in the letter

• Typos, Inaccuracies and contradictions
  - grammatical errors
  - incorrect action details (e.g. action profile = promotion, but chair letter states merit)
  - Copy and pasting someone else’s CV info

• Other
  - Chair certified as joint chair
  - Lack of teaching responsibilities for new faculty appointments (brief description of what the candidate will be doing at UCSF).