UNIVERSITY OF CALIFORNIA, BERKELEY

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DEPARTMENT OF ELECTRICAL ENGINEERING AND   BERKELEY, CALIFORNIA 94720
   COMPUTER SCIENCES

For an academic review, please provide the following information and materials, which are essential for consideration and preparation of your case.

First, OUTSIDE APBears

___ Provide **pertinent and necessary information** such as 5-6 (only) names of **persons you suggest be solicited for letters of evaluation** if your review is for promotion to tenure, Full Professor, Professor Step 6 or Above-Scale status.
  → If potential evaluators' names are to be provided, *please do so as soon as possible along with your CV. Don't wait until APBears is done!*

___**Curriculum Vitae**: Please send separately (email) your current CV showing publications. For UC Berkeley academic personnel reviews, publications are separated into the following categories:

* Refereed Archival Journal pieces   * Technical Reports
* Refereed Conference Proceedings   * Books/Book Chapters
* Non-Refereed Conference/Workshop   * Patents
   Proceedings   * Other

→ Please give full bibliographic citations, w/ *Month and* Year + Volume and page numbers.

___ Confirmation that your website (provide URL) is up to date with **working links to all publications** that appeared during the period being reviewed.

- If yours is a tenure case, be sure *all publications since arrival at Berkeley* are viewable.
- If a Full Professor case, *all publications since tenure.*

WITHIN APBears   (APBears replaced the UC "Biobib" in 2010 and collects similar information)

___ **Update your APBears record** (can be worked on any time, but do plan to meet deadlines given to you in a specific advancement cycle). Login is via https://apbears.berkeley.edu/ . You may assign a Proxy in APBears: http://apapps.berkeley.edu/faculty-proxies . If a Proxy does your entries, do review them *very* carefully.   Please let us know when you have your completed APBears.

___ Provide (via upload) detailed written "**Self-Statements**" on Research and Teaching. These **Statements** will be referred to by reviewers at the Department, Dean's, and campus level.

(a) your **Research** during the period under review, its significance to the field *and* how that work is reflected in publications appearing on your CV. Please also discuss projects you are now

working on or planning. → *Please refer to publications by titles* (even if abbreviated ones) rather than by numbers, or codes, from any list.

(b) **Teaching** innovations or new courses for which you were responsible. Be sure to discuss courses taught outside of EECS! Please don't list out HKN student evaluation scores since those are provided to the Administration by the Department (not the faculty member), and in other formats.
 → APBears pre-loaded "Courses Taught" info is from the UCB Office of Institutional Research and cannot be changed from the user's end. Note that 294s appear only as "Special Topics" in APBears. Use EDIT to supply real course titles for 294s (or 194s): they matter.

→ If either of the above **Statements** references a Service duty, make sure it gets entered in APBears!

(c) **Service** to the Department / University. If you have fulfilled an unusual and/or particularly large, complex service role, please describe it in a **Statement on Service**. Otherwise, APBears "professional activities" and "University service" categories are the place to enter Service contributions: 3000 characters are available for each Service item description.

___ **Grad Students Mentored**. Check carefully any pre-loaded APBears data about your grad students officially mentored. It consists only of students who have *officially* filed Qualifying Exam or Ph.D. Dissertation Committees. Pre-loaded data *excludes* Master's students – they need to be added manually, using ADD GRADUATE MENTORING RECORD.
 Resolve discrepancies re your grad student Quals or Dissertation committee memberships via your Division's Graduate Office, which works directly with Grad Division.
 For students you supervise who have not yet formally constituted QE or Ph.D. committees (and thus are not in your APBears record), click on ADD GRADUATE MENTORING RECORD to add them. Specify precisely your "role" with the student.

___ **Teaching Releases** including but not limited to:

- UC Paid **Sabbatical Leaves** during review period *and upload a "Sabbatical Report"* in APBears. If there was a sabbatical, but no "Report" is uploaded, case will not move ahead.
- Leaves w/o Pay (i.e., Industrial), mentioning where the leave was spent.
- Active Service/Modified Duties (ASMD, for new parents)
- "Research Leave", which is actually "Course Buy-Out." In Comments, enter "used Research funds at __%" (it's usually 25%). If ERSO-held funds covered your course buy-out, your Grants Assistant has relevant funding data.

Note that "Heaven Points / Courses Taught / Leaves Taken" reports you receive from Departmental Schedulers are a crucial tool.

___ **Talks/Lectures Given.** Enter your talks under "Professional Activities" in APBears. Talks matter! If they were Keynote or Distinguished Lecturers, enter that too.

Please complete all categories of APBears *except* "Publications" and "student evaluation ratings" – those are handled from here.

Thank you for providing these materials. Please contact **Computer Science Academic Personnel** or **Electrical Engineering Academic Personnel** with any questions about academic review processes.

The UC Berkeley academic personnel review process

The criteria to be used in appraising a candidate's performance and the procedures to be followed by review and appraisal committees in conducting evaluations are set forth in Sections 200, 210 and 220 of the University of California Academic Personnel Manual. Policies regarding the maintenance of and access to the candidate's personnel file are found in APM Section 160. The Academic Personnel Manual appears at http://www.ucop.edu/acadadv/acadpers/apm/. Candidates have the opportunity to supply pertinent information to be included in the file; to suggest names of persons to be solicited for letters of evaluation when they are needed; to name persons who might not be objective; to inspect non-confidential documents (and to receive confidential documents in redacted form) that are to be included in the personnel review file (prior to a determination of the departmental recommendation); to be informed of the departmental recommendation and the substance of its evaluation under applicable criteria; to make a written comment on the departmental recommendation for inclusion in the file; and to receive a written statement of the final administrative decision.

Section 220-80 of the APM provides for a conference to discuss the entire review process and to provide you the opportunity to ask any questions you may have. If you would like the opportunity to meet with the Chair or Associate Chair to discuss any of the foregoing matters, please make an appointment for a mutually convenient time. Should you decline this invitation to meet personally on this matter, you may still, of course, submit in writing any pertinent information or evidence you would like used in the review, including names of persons you suggest be solicited for letters of evaluation, if these are needed.