**AP CONTACTS-USE ‘AS IS’ OR MODIFY AS NEEDED**

Dear Professor XYZ,

Your Academic file will be reviewed this year.

**Please do the following ASAP:**

1)  Create a personal statement and update the attached copy of your Bio/Bib.  Please use the attached Bio/Bib version - it is from your last review and its information has to match with your new Bio/Bib.

You should work with your faculty assistant to make certain that (a) your Bio/Bib meets Department’s approved format (see attached), (b) the current review Bio/Bib match the last review Bio/Bib, and (c) your “NEW” Bibliography listings match the actual publications (titles, name order, page #’s, etc.).  For graduate students listing, indicate whether the student passed prelims, advanced to candidacy, or graduated, and indicate quarter and year. For graduated students, please indicate current/last known employer if this information is available

The Bio/Bib, personal statement, and electronic copies of all NEW journal articles and refereed conference proceedings should then be submitted to Brandy for review.  If there are significant changes needed, Brandy will forward it back to you with suggestions for the necessary changes; the changes can take a lot of time, so please start planning for this now.  You will need a finalized copy of your Bio/Bib and personal statement to schedule the meeting with the Chair.

2)  When you have your finalized Bio/Bib and personal statement, contact xxxxx  (xxx@ucsd.edu) to make an appointment to meet with the Chair between June 1 and July 15, to discuss your file action.  If the July 15 deadline is missed, we won’t be able to process acceleration or, in some cases, promotion files. Unfortunately, a “no change” might be the outcome in these cases.

3)  If seeking a promotion, acceleration, or are advancing to Professor Step VI, please send the names of 3 possible external referees to Brandy, also by the July 15 deadline.

If you are pursuing an action that requires a career review, your personal statement should address your accomplishments during the review period as well as your career accomplishments.

Career Reviews are required for:

Promotions

Merit Advancement to Professor, Step VI

Advancement to Above Scale

Thank you for your help,

xxxxx