**Candidate**

PDG reappointment file should include the following:

-Statement of contributions & perceived benefits

-Current UC Biography & Bibliography or Current UC Biography and CV

-Summary of scholarly activity during the past 3 years:

* List of Publications
* Grant Activity
* Presentation and Invited Talks
* Graduate Student and/or Postdoctoral Training

-\*Exception request & approval (if applicable)

**Department**

Review file; add department letter with vote

\*Exception request for unusual circumstances should be included as part of the file

**Dean**

Review file, check application box, sign and date cover sheet; attach comments (optional)

**Graduate Dean**

Review file, check application box, sign and date cover sheet; attach comments (optional)

**Committee on Academic Personnel**

Evaluate file and add CAP minute

**Academic Senate**

File reviewed by CAO Analyst and place on CAP agenda

**Academic Senate**

Upload file to DMS and notify APO Analyst

**Academic Personnel Office**

File received by APO Analyst

**VPAP**

Review file, check application box, sign and date cover sheet; attach comments (optional)

**Academic Senate**

Senate Chair signed appointment letter; original is mailed candidate; Department, Dean, and candidate are notified of the appointment by email

**Academic Personnel Office**

Upload signed appointment letter to DMS; send original letter to Academic Senate via intercampus mail and notify CAP analyst