

**ACTING PROFESSOR (to be used for Ladder Rank only)**

	<b>Appointment</b>
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X
<b>Department Chair Letter</b> , including:	
Effective Dates of Appointment	X
Full description of appointee's qualifications	X
Nature of responsibilities	X
Location of work	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X