

**ADJUNCT PROFESSOR (Salaried or Paid by Affiliates)**

	<b>Appt. to Instructor</b>	<b>Appoint-ments</b>	<b>Change in Series</b>	<b>Promotion</b>	<b>Normal Merit/ Accel. to next step</b>	<b>Merits Prof. step 5 to 6; 9 to Above Scale; Accel. beyond one step</b>
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines) <sup>1</sup>	X	X	X	X	X	X
<b>Intramural/Extramural Letters of Evaluation</b> <sup>2</sup>		see note*		3/3		3/3
<b>Formal Evaluations</b> for Teaching Activity <sup>3</sup>		see note*		X	X	X
<b>Important Points for Discussion</b> Upload as attachment in Advance		X	X			
<b>Titles and Institutions of all referees on reference list page</b> <sup>4</sup>		X	X	X		X
<b>Department Chair Letter</b> , including:						
<ul style="list-style-type: none"> <li>• Four Categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service<sup>5</sup></li> <li>• If applicable, include statement confirming ORU concurrence in "additional comments" section</li> </ul>	X	X	X	X	X	X
Faculty Vote <sup>6</sup>		X	X	X		X
Justification for accelerated/decelerated action				X	X	X
Justification for appointment or advancement to or from a special step (Assistant step V, VI; Associate step IV, V)		X	X	X	X	X
Concurrence of joint department, and/or School where individual has an academic appointment	X	X	X	X	X	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

**Notes:**

- Advancement from Instructor to Assistant is considered a new appointment, NOT a promotion.

\*Letter requirements for Appointments and Change in Series:

- Reference letters (Assistant, Associate, Full) = minimum of 3 in any combination
- Teaching assessments (Assistant, Associate, Full) = minimum of 3

<sup>1</sup> Adjunct WOS who are *not paid by Affiliates* may attach a PDF version of their CV (see Volunteer Adjunct checklist); paid Adjunct or Adjunct WOS who are paid by Affiliates must use the My CV section of Advance.

<sup>2</sup> If not available, please address in Chair's Letter.

<sup>3</sup> Formal evaluations may be supplemented with 5 teaching assessments/ reference letters (3 for Appointments or Change in Series); however assessments/ letters may not be included in lieu of formal evaluations, if formal evaluations are available.

<sup>4</sup> Referees must be at or above the candidate's proposed rank

<sup>5</sup> A balance of significant contributions in all 4 categories is not required, i.e. exceptional achievements in 1 area may compensate for lesser contributions in another area.

<sup>6</sup> For actions effective 7/2/2014 or later. Non-Senate (Adjunct, Health Sciences Clinical) packets for HSCP faculty or faculty appointed at 51% time or greater may need a vote: [http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/media/Guidelines\\_for\\_Voting.pdf](http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/media/Guidelines_for_Voting.pdf) For actions effective 7/2/2014 or later.