

CAREER REVIEW

	Appointment, Change in Series
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X
Titles and Institutions of all referees on reference list page	X
Intramural/Extramural Letters of Evaluation ¹	3/3
Formal Evaluations for Teaching Activity ²	X
Candidate Letter (Written request specifying series, rank, step for consideration with justification and supporting documentation as needed)	X
Department Chair Letter , including:	
Assessment of entire academic records	X
Four categories (Teaching, Research/Creative Work, Professional Competence, University/Public Service), as applicable	X
Assessment of contributions	X
Faculty Vote, as appropriate for the type of action proposed	X
If applicable, include statement confirming ORU concurrence in "additional comments" section	X
Concurrence of joint department, and/or School where individual has an academic appointment	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X

¹ The candidate's written request must accompany the solicitation for letters of support. Referees must be at or above the candidate's proposed rank.

² Formal evaluations may be supplemented with 5 teaching assessments/ reference letters; however assessments/ letters may not be included in lieu of formal evaluations, if formal evaluations are available.