

LADDER RANK, IN RESIDENCE AND PROFESSOR OF CLINICAL ____

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

*Letter requirements for Appointments and Change in Series:

- At the Assistant rank = at least 1 internal/ 1 external; minimum of 5 letters total
- At the Associate and Full ranks = at least 2 internal/ 3 external; minimum of 6 letters total
- Teaching assessments for all ranks = minimum of 3

¹ If not available, please address in Chair's Letter.

² 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.

³ Referees must be at or above the candidate's proposed rank; for Appraisals, referees must be at or above the Associate rank.