

PROFESSIONAL RESEARCH SERIES (Salaried or Paid by Affiliate)

	Appointment	Promotion	Step 5 to 6, or 9 to Above Scale	Normal Merit/ Accel. to next step	Accel. Merit Beyond one step
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X
Titles and Institutions of all referees on reference list page	X	X	X		X
Intramural/Extramural Letters of Evaluation ¹	Minimum of 3 in any combination	Minimum of 3 in any combination	Minimum of 3 in any combination		Minimum of 3 in any combination
Department Chair Letter , including:					
Three categories: Research/Creative Work ² , Professional Competence, University/Public Service ³	X	X	X	X	X
Justification for accelerated/decelerated action		X	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, ORU and/or School where individual has an academic appointment	X	X	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X

Notes:

- Appointees in the Professional Research series do not have teaching responsibilities. Materials related to teaching activities that are submitted with dossiers will not be considered.
- For Visiting Professional Research appointees, please use the Visiting Professor/ Visiting Researcher [checklist](#).

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

² An appointee in the Professional Research series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance and/or be an essential contributor to collaborative research.

³ Appointees at the Assistant rank are not required to participate in University, professional, and/or public service; however at the Associate level or above, they are expected to participate in some form of service