

## SPECIALIST

	Appointment	Promotion	Normal <sup>2</sup> , Accel, or Decel Merit
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines) <sup>1</sup>	X	X	X
<b>Department Chair Letter</b> , including:			
Performance in research in specialized areas	X	X	X
Description of responsibilities associated with the position	X	X	X
Professional competence and activity	X	X	X
University and Public Service	X	X	X
Justification for accelerated/decelerated action		X	X
<b>Concurrence</b> of joint department, ORU and/or School where individual has an academic appointment	X	X	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X	X	X
<a href="#">Specialist Appointment Request Form</a>	X		

### Please Note:

Specialist appointments may be without salary ONLY if the candidate is on a UCSF sponsored visa

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<sup>1</sup> CV may be uploaded as an attachment for Specialist WOS

<sup>2</sup> Optional normal merit advancement to Junior step 2 and Assistant step 1 & 2 abbreviated requirements:

- Advance MyCV
- Advancement Certification Statement in the Additional Comment section of the Chair Letter  
 “This statement serves to confirm that I have evaluated the performance of [insert name] and that s/he meets the academic personnel policy criteria for advancement from [insert rank, step] to [insert rank, step]. Additionally, I confirm that he/she meets the expectations for performance in research, professional competence and activity as well as University and Public Service. I support this advancement action effective [include date]. *Optional: supervisor to include additional information to support this action*”