

VOLUNTEER CLINICAL - WOS, not Paid by an Affiliate, but may hold Paid staff title (e.g. MSP physicians, Nurses)
(Includes VCF and HS Clinical FY WOS title codes)

| | Appt. to Instructor | Appt to Asst. & Assoc. | Appt to Full Prof. | Promotion to Assoc | Promotion to Full |
|--|----------------------------|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Curriculum Vitae (may be attached as PDF) ¹ | X | X | X | X | X |
| Titles and Institutions of all referees on reference list page | | X | X | X | X |
| Letters of Recommendations from Peers ² | | Minimum of 2 in any combination | Minimum of 3 in any combination | Minimum of 2 in any combination | Minimum of 2 in any combination |
| Formal Evaluations for Teaching Activity ³ | | | X | X | X |
| Department Chair Letter ⁴ , including: | | | | | |
| <ul style="list-style-type: none"> • Two categories: Teaching and Mentoring, Professional Competence and Activity⁵ • If applicable, include statement confirming ORU concurrence in “additional comments” section | X | X | X | X | X |
| University/Public Service and Research should be addressed if applicable | X | X | X | X | X |
| Concurrence of joint department, and/or School where individual has an academic appointment | X | X | X | X | X |
| Dean Letter w/ Recommendation for SON, SOP, and SOD (obtained by Academic Affairs) | X | X | X | X | X |

Notes:

- Appointees whom are paid by affiliates must follow the HS Clinical salaried checklist
- Advancement from Instructor to Assistant is considered a new appointment, NOT a promotion.

¹ CV is not required to follow UCSF CV guideline formatting; however, relevant categories necessary for review must be included in the CV.

² If not available, please address in the Chair’s Letter.

³ Formal evaluations may be supplemented with 5 teaching assessments/ reference letters (**3 for appointment to Full Professor**); however assessments/ letters may not be included in lieu of formal evaluations, if formal evaluations are available.

⁴ If the candidate holds a concurrent MSP or other staff appointment, please address in the Chair’s Letter.

⁵ “Professional Competence and Activity” is not applicable to NON-ACGME fellows.