

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for
ACADEMIC ADMINISTRATOR

Search Documentation Separate from Review Packet

	Appoint- ment, Change in Series	Promo- tion	Merit
<u>Original and 1 Copy</u>			
Summary Sheets*	X	X	X
Department Chair's Letter to Include:**			
1) Description of Employee's Qualifications	X	X	X
2) Description of Work and How It Contributes to the Department/School	X	X	X
3) Evaluation of Individual's Current and Anticipated Performance and Contributions	X	X	X
4) Faculty Consultation	X	X	X
UC Biography Form	X		
Curriculum Vitae (Use UCSF Standardized Format)	X	X	X
Sample Letter (Senate Bill 251)	X	X	
Intramural/Extramural Letters of Evaluation***	X	X	
Offer Letter	X		

*Required only for units reporting directly to the Chancellor.

**Accelerated/decelerated action requires justification or explanation.

***3 to 5 letters recommended. (If not available, please address in Chair's letter.)