

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for:

ACTING APPOINTMENTS

<u>Original and 1 copy</u>
Summary Sheets (Original and 2 copies)
Attachment A Certification Statement
Department Chair's letter or Dept Chair Form* <i>must include:</i> 1) Effective dates of employment 2) Full description of appointee's qualifications 3) Nature of responsibilities 4) Location of work
UC Biography Form
Curriculum Vitae (UCSF Standardized Format is preferred)

* Chair form can be found online at <http://acpers.ucsf.edu/acapers/downloads/deptevaluationforminstr.doc>