

Checklist for Preparing Academic Personnel Dossiers for

ADJUNCT

For Actions Effective 7/1/13 or earlier

Search Documentation Separate from Review Packet

	Appoint- ment, to Adjunct Instructor**	Appoint- ment, Change in Series	Promo- tion	Prof Step V to VI, IX to Above Scale	Normal Merit, Accel- erated to Next Step	Accel- erated Merit Beyond One Step
Original and 1 Copy						
Summary Sheets (Original and 2 Copies)** Include Additional Appointments w/Chair's and Dean's Signatures	X	X	X	X	X	X
Attachment A (2 Copies) Certification Statement	X	X	X	X	X	X
Important Points for Discussion Completed Copy of the Important Points for Discussion with New Faculty Appointees		X				
Dean's Form Letter w/Recommendation	X	X	X	X	X	X
Department Chair's Letter or Chair's Form**** to Include:						
1) 4 Categories (Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service)***	X	X	X	X	X	X
2) Faculty Consultation	X	X	X	X	X	X
3) Teaching and Mentoring Responsibilities Including Past, Current and Anticipated Teaching and Mentoring Hours	X	X	X	X	X	X
4) Accelerated/Decelerated Action Requires Reason			X	X	X	X
UC Biography Form	X	X				
Curriculum Vitae (Use UCSF Standardized Format)	X	X	X	X	X	X
Sample Letter (Senate Bill 251)		X	X	X		X
Intramural/Extramural Letters of Evaluation*		see note	3/5	3/3		3/3
Teaching Evaluations from Students and Peers*		see note	X	X	X	X
Offer Letter	X	X				

For Recall, ___Emeritus (Non-Senate) and Post Retirement see Checklist.

Note:

Letter requirements for Appointments:

- Reference letters (Assistant, Associate, Full) = minimum of 3 in any combination
- Teaching assessments (Assistant, Associate, Full) = minimum of 3

Change in Series remains 3 internal/3 external reference letters, and 5 teaching assessments.

Packets submitted 2/1/2013 or later must follow the new letter requirements for appointments; for more information visit <http://academicaffairs.ucsf.edu/academic-personnel/other/annualcall.php>

*If not available, please address in Chair's Letter or Chair Form.

**Original and 1 copy of complete dossier required for Adjunct Instructor.

***A balance of significant contributions in all 4 categories is not required, i.e. exceptional achievements in 1 area may compensate for lesser contributions in another area.

**** Chair Form can be found online at <http://academicaffairs.ucsf.edu/academic-personnel/media/deptevaluationforminstr.doc>