

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for **CAREER REVIEW**

<u>Original and 1 Copy</u>	
Summary Sheets (Original and 2 Copies) Include Additional Appointments w/Department Chair and Dean's Signatures	X
Attachment A (2 Copies) Certification Statement	X
Dean's Form Letter w/Recommendation	X
Department Chair's Letter to include: 1) Assessment of entire academic record 2) 4 Categories (Teaching, Research/Creative Work, Professional Competence, University/Public Service), as applicable 3) Assessment of contributions 4) Faculty Vote as appropriate for the type of action proposed (e.g., change in series, change in rank, change in step)	X
Candidate's Letter* Written request in which the candidate specifies the series, rank, step for which he/she wishes to be considered with justification and supporting documentation as needed.	X
Curriculum Vitae (Use UCSF Standardized Format)	X
Sample Letter (Senate Bill 251)	X
Intramural/Extramural Letters of Evaluation	3/3
Teaching Evaluations from Students and Peers	X

*The candidate's written request may accompany the solicitation for letters of support.

Note:

Please consult with the VPAA's office regarding the inclusion of a personal statement with requests for reference, prior to mailing the personal statement with the reference request letters.