

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for
FIVE YEAR REVIEW*

<u>Original and 1 Copy</u>	
Summary Sheets (Original and 2 Copies) Include Additional Appointments w/Chair and Dean's Signature	X
Attachment A (2 Copies) Certification Statement	X
Department Chair's Letter** to include: 1) Criteria for the faculty member's series, rank and step. 2) An assessment of the faculty member's contributions.	X X
Candidate's Letter - Optional Written statement no longer than one page describing his/her perspective on why his/her advancement was not on time.	X
Curriculum Vitae (Use UCSF Standardized Format)	X

A departmental faculty vote is not required.

*Any faculty member who has not had an academic personnel review processed within the previous five-year period must receive a Five-Year Review. The Five-Year Review process applies to the Associate and Full Professors, Ladder Rank series, In-Residence series; and Clinical X series; Assistant, Associate and Full Professors, Adjunct series and Clinical series who are employed more than 50% time. Faculty members who are in the Senior Management Program are excluded. In addition, faculty members who have a full time commitment to the University and paid 50% time or less are also subject to the Five-Year Review.

**If the departmental recommendation is for merit or promotion, the appropriate documentation for the action must be compiled at that time.