

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for

**HEALTH SCIENCE CLINICAL PROFESSOR (Salaried) For Actions Effective 7/1/13 or earlier**

Search Documentation Separate from Review Packet

	Appoint- ment, to Clinical 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
<u>Original and 1 Copy</u>						
<b>Summary Sheets</b> (Original and 2 Copies)** Include Additional Appointments w/Chair's and Dean's signatures	X	X	X	X	X	X
<b>Attachment A</b> (2 Copies) Certification Statement	X	X	X	X	X	X
<b>Important Points for Discussion</b> Completed Copy of the Important Points for Discussion with New Faculty		X				
<b>Dean's Form Letter</b> w/Recommendation	X	X	X	X	X	X
<b>Department Chair's Letter or Chair Form***</b> to Include:						
1) Two Categories (Teaching, Professional Competence and Activity) (Research and University/Public Service Not Required but Encouraged)	X	X	X	X	X	X
2) Faculty Consultation	X	X	X	X	X	X
3) Teaching Responsibilities Including Past, Current and Anticipated Teaching Hours	X	X	X	X	X	X
4) Accelerated/Decelerated Action Requires Written Documentation and Reasons			X	X	X	X
<b>UC Biography Form</b>	X	X				
<b>Curriculum Vitae</b> (Use UCSF Standardized Format)	X	X	X	X	X	X
<b>Sample Letter (Senate Bill 251)</b>		X	X	X		X
<b>Intramural/Extramural Letters of Evaluation*</b>		see note	3/5	3/3		3/3
<b>Teaching Evaluations</b> from Students and Peers*		see note	X	X	X	X
<b>Offer Letter</b>	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 Clinical Instructor.

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