

Checklist for Preparing Academic Personnel Dossiers for  
**LADDER RANK, IN RESIDENCE AND PROFESSOR OF CLINICAL** \_\_\_\_\*  
**For Actions Effective 7/1/13 or earlier**

Search Documentation Separate from Review Packet

	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	Appraisal of Achieve- ment and Promise
<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 Appointees	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) 4 Categories (Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service)*	X	X	X	X	X	X
2) Faculty Vote***	X	X	X		X	
3) Faculty Consultation				X		X
4) Teaching and Mentoring Responsibilities Including Past, Current and Anticipated Teaching and Mentoring Hours	X	X	X	X	X	X
5) Accelerated/Decelerated Action Requires Written Documentation and Reasons		X	X	X	X	
<b>UC Biography Form</b>	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	X
<b>Intramural/Extramural Letters</b> of Evaluation**	see note	3/5	3/3		3/3	3/3
<b>Teaching Evaluations</b> from Students and Peers**	see note	X	X	X	X	X
<b>Offer Letter</b>	X					

For Recall, \_\_\_Emeritus (Non-Senate) and Post Retirement See Checklist.

Note:

Letter requirements for Appointments:

- At the Assistant rank = at least 1 internal/ 1 external; minimum of 5 letters total
- At the Associate and Full ranks = at least 2 internal/ 3 external; minimum of 6 letters total
- Teaching assessments for all ranks = 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>**

\*Professor of Clinical \_\_\_\_ series requires evidence of creative work.

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

\*\*\*As required by Senate Bylaw 55

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