

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for
PROFESSIONAL RESEARCH ****

Search Documentation Separate from Review Packet

	Appoint-ment	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>					
Summary Sheets (Original and 2 Copies) Include Additional Appointments w/Chair's and Dean's Signatures	X	X	X	X	X
Attachment A (2 Copies) Certification Statement	X	X	X	X	X
Dean's Form Letter w/Recommendation	X	X	X	X	X
Department Chair's Letter to Include:					
1) 3 Categories (Research/Creative Work*, Professional Competence/Activity, University and/or Public Service)**	X	X	X	X	X
2) Faculty Consultation	X	X	X	X	X
3) Accelerated/Decelerated Action Requires Written Documentation and Reasons		X	X	X	X
UC Biography Form	X				
Curriculum Vitae (Use UCSF Standardized Format)	X	X	X	X	X
Sample Letter (Senate Bill 251)	X	X	X		X
Intramural/Extramural Letters of Evaluation ***	Minimum of 3 in any combination	3/5	3/3		3/3
Offer Letter	X				

*An appointee in the Professional Research series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance and/or be an essential contributor to collaborative research.

**Appointees in the professional research titles do not have teaching responsibilities. Materials related to teaching activities that are submitted with dossiers will not be considered.

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

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>