

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for
SPECIALIST

Search Documentation Separate from Review Packet

	Appoint- ment	Promo- tion	Merit
<u>Original and 1 Copy</u>			
Summary Sheet*	X	X	X
Department Chair's Letter to Include:**			
1) Performance in research in specialized areas	X	X	X
2) Professional competence and activity	X	X	X
3) University and Public Service	X	X	X
4) Duration of appointment	X	X	X
Curriculum Vitae (Use UCSF Standard Format)	X	X	X
<u>Specialist Appointment Request Form</u> (see note)	X		

*Summary Sheets required for Units reporting directly to the Chancellor.

**Accelerated/Decelerated actions require justification or explanation.

Note: The Specialist Appointment Request form is required for all Specialist appointment packets with an effective date of May 1, 2013 or later.