

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for:

**VISITING PROFESSORS and  
VISITING PROFESSIONAL RESEARCH SERIES**

<u>Original and 1 copy</u>
<b>Summary Sheets</b> (Original and 2 copies)
<b>Attachment A</b> Certification Statement
<b>Department Chair's letter</b> <i>must include:</i> 1) Effective dates of employment 2) Full description of appointee's qualifications 3) Proposed salary 4) Nature of responsibilities 5) Location of work
<b>UC Biography Form</b>
<b>Curriculum Vitae</b> (UCSF Standardized Format is preferred)

**Notes:**

1. There is a two-year limit on appointments in this series.
2. After an appointment is approved, any change in the salary of a visiting appointee must be explained in a memo that accompanies the PAF.
3. Employees in visiting titles are not eligible for range adjustments or for UCRP membership and associated benefits.