

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for
WITHOUT SALARY CLINICAL

| | Appoint- ment, to Clinical Instructor | Appt to Asst & Assoc | Appt to Full Prof | Promo- tion |
|---|--|---|---------------------------------------|------------------------|
| <u>Original and 1 Copy</u> | | | | |
| Summary Sheets (Original and 1 Copy) Include Additional Appointments w/Chair's and Dean's signatures | X | X | X | X |
| Attachment A (2 Copies) Certification Statement | X | X | X | X |
| Dean's Form Letter w/Recommendation | X | X | X | X |
| Department Chair's Letter or Chair Form** to Include: | | | | |
| 1) 2 Categories (Teaching, Professional Competence and Activity) (Research/Creative Activity and University/Public Service Not Required but Encouraged) | X | X | X | X |
| 2) Faculty Consultation | X | X | X | X |
| 3) Teaching Responsibilities Including Past, Current and Anticipated Teaching Hours | X | X | X | X |
| UC Biography Form | X | X | X | |
| Curriculum Vitae (Use UCSF Standardized Format) | X | X | X | X |
| Sample Letter (Senate Bill 251) | | X | X | X |
| Intramural/Extramural Letters of Evaluation* | | Minimum of 2 in any combination | Minimum of 3 in any combination | 3/5 |
| Teaching Evaluations from Students and Peers* | | X | | X |

For Recall, ___ Emeritus (Non-Senate) and Post Retirement see Checklist.

*Number of letters varies by School. If not available, please address in Chair's Letter or Chair Form.

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

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>