



University of California  
San Francisco

**Academic Senate**  
senate.ucsf.edu

## **From the Committee on Academic Personnel and the Office of the Vice Provost of Academic Affairs and Faculty Development and Advancement**

### **DESCRIPTIONS OF ACADEMIC SERIES AND INSTRUCTIONS FOR USE IN CORRESPONDENCE WITH INTERNAL AND EXTERNAL REVIEWERS**

When requesting letters of review, from within or outside UCSF, please be sure to specifically request the following to be addressed in the letters.

1. If the candidate is being put forth for an accelerated action, the departmental letters should specifically address the action as an acceleration and the appropriateness or justification for the specifically requested (e.g., one-, two-, or three-year) accelerated action.
2. If the candidate is a collaborative researcher, letters should attest to the unique contribution of the candidate to the collaborative research effort.
3. If the candidate intends to highlight his/her role as a mentor, at least one letter from a mentee that can attest to the candidate's effectiveness as a mentor should be included.
4. Contributions that promote diversity will strengthen the candidate's profile although they are not a criterion for appointment or advancement. Solicitation letters to referees may include a request for comments relating to the candidate's contributions to diversity.

### **INSTRUCTIONS AND SAMPLE LANGUAGE FOR EACH SERIES**

#### **Professor (Ladder Rank) and Professor In Residence Series**

Advancement in this series requires balanced and meritorious contributions in all four areas of review: teaching, creative activity, professional competence, and University and public service.

#### Sample language for letters:

*[Candidate] is being considered for [promotion/appointment] to the rank of [Assistant/Associate/full Professor] in the [Professor/Professor In Residence] series at UCSF. In this series, candidates are expected to contribute with distinction in all areas of review: teaching, research, professional competence, and University and Public service.*

*Excellence in and a devotion to teaching is required at all levels.*

*At the [Assistant/Associate/full Professor] rank, candidates are expected to have achieved [local/national/international] stature in their field by virtue of their creative contributions. To achieve the rank of full Professor, exceptional stature in teaching and creative activity is required.*

*Independence in research is required for advancement beyond the Assistant rank. In many fields, research and creative activity are necessarily collaborative. In these cases, candidates are expected to perform a distinctive contribution to the collaborative*

*research effort. Remarks regarding individual contributions in a collaborative research environment are exceptionally useful in the academic review process.*

*At the [Assistant/Associate/full Professor] rank, candidates are expected to achieve [local/national/international] recognition for their professional competence and contributions to their profession.*

*University and public service, including service to [his/her] profession may be minimal at the Assistant level, but is expected to be considerable at the Associate level, and outstanding in order to advance to full Professor rank.*

### **Professor of Clinical X (e.g., Professor of Clinical Neurology) Series**

Advancement in this series requires meritorious contributions in all four areas of review: teaching, creative activity, professional competence, and University and public service.

#### **Sample language for letters:**

*[Candidate] is being considered for [promotion/appointment] to the rank of [Assistant/Associate/full Professor] in the Professor of Clinical [X] series at UCSF. In this series, candidates are expected to contribute with distinction the areas of teaching and professional competence as well as make significant contributions in the area of creative activity. Candidates are also expected to participate in University and public service and service to their profession.*

*Excellence in and a devotion to teaching is required at all levels.*

*At the [Assistant/Associate/full Professor] rank, candidates are expected to have achieved [local/national/international] stature in their field by virtue of their professional competence as a clinician and/or creative contributions. To achieve the rank of full Professor of Clinical X, exceptional stature as a clinician is required.*

*In order to be appointed or promoted to the Associate or full Professor rank in this series, candidates “shall have made a significant contribution to knowledge and/or practice in the field. The appointee’s creative work shall have been disseminated, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice which have been adopted elsewhere.”*

*Independence in creative activity is required for advancement beyond the Assistant rank. In many fields, research and creative activity are necessarily collaborative. In these cases, candidates are expected to perform a distinctive contribution to the collaborative research effort. Remarks regarding individual contributions in a collaborative research environment are exceptionally useful in the academic review process.*

*Letters should attest to all areas of review with which the referee is familiar, especially those of clinical competence and creative activity.*

### **Health Sciences Clinical Professor Series**

Advancement in this series requires meritorious contributions in the areas of teaching and clinical care. While not required to the same level as other series, candidates in this series are encouraged to participate in creative activity and are expected to participate in University and public service.

Sample language for letters:

*[Candidate] is being considered for [promotion/appointment] to the rank of [Assistant/ Associate/full Professor] in the Health Sciences Clinical Professor series at UCSF. In this series, candidates are expected to contribute with distinction the areas of teaching and clinical care. While not required, candidates in this series are encouraged to participate in creative activity and are expected to participate in University and public service.*

*Excellence in and a devotion to teaching is required at all levels.*

*At the [Assistant/Associate/full Professor] rank, candidates are expected to have achieved [local/ wide/ wide] stature in their field by virtue of their professional competence and contributions to their field. To achieve the rank of full Health Sciences Clinical Professor, exceptional stature as a clinician and teacher is required.*

*While candidates in this series are not expected to contribute greatly to research and creative activity, accomplishments in these areas serve to strengthen the candidate's profile. Letters should attest to all areas of review with which the referee is familiar, especially those of teaching and clinical care.*

**Adjunct Professor Series**

Candidates in this series are either (1) individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series may also engage in University and public service consistent with their assignments. (APM 280-4)

Advancement in this series requires distinction in at least one of the four areas of review: teaching, creative activity, professional competence, and University and public service.

Sample language for letters:

*[Candidate] is being considered for [promotion/appointment] to the rank of [Assistant/ Associate/full Professor] in the Adjunct series at UCSF. In this series, candidates are expected to contribute with distinction in at least one area of review: teaching, research, professional competence, and University and public service.*

*At the [Assistant/Associate/full Professor] rank, candidates are expected to have achieved [local/ wide/ wide] stature in their field. Exceptional stature is required to achieve the rank of full Professor*

*Independence in research is required for advancement beyond the Assistant rank. In many fields, research and creative activity are necessarily collaborative. In these cases, candidates are expected to perform a distinctive contribution to the collaborative research effort. Remarks regarding individual contributions in a collaborative research environment are exceptionally useful in the academic review process.*

*Letters should attest to all areas of review with which the referee is familiar.*

### **Professional Research Series (e.g., Professional Research Neurologist)**

The Professional Research series is used for appointees who engage in independent or collaborative research equivalent to that required for the Professor series. Professional Researchers may or may not be Principal Investigators. Candidates in the Professional Research series do not have teaching responsibilities. (APM 310-4)

Advancement in this series requires meritorious contributions in the area of creative activity and professional competence. Candidates at the Assistant rank are not required to participate in University, professional, or public service. At the Associate level or above, candidates are expected to participate in some form of service.

Appointments in this series can be made to individuals who contribute unique and essential expertise to a research program. Letters (internal, external, or by a Department Chair) written in support of an appointment to or an advancement within this series should include reference to the unique and essential contribution a candidate provides to a collaborative research effort (in the cases where the candidate is not a Principal Investigator).

#### **Sample language for letters:**

*[Candidate] is being considered for [promotion/appointment] to the rank of [Assistant/ Associate/ full] in the Professional Research series at UCSF. In this series, candidates are expected to contribute with distinction in the areas of creative activity and professional competence.*

*Independence in research is required for advancement beyond the Assistant rank. In many fields, research and creative activity are necessarily collaborative. In these cases, candidates are expected to perform a distinctive contribution to the collaborative research effort. Remarks regarding individual contributions in a collaborative research environment are exceptionally useful in the academic review process.*

*Letters should attest to the candidate's distinction in research and creative activity, and should specifically address any unique or essential contributions to collaborative research.*

### **INSTRUCTIONS AND SAMPLE LANGUAGE FOR SPECIFIC ACTIONS**

#### **Advancement to Step 6 and Above Scale**

At the University of California, at the full Professor level, advancement to Step 6 and advancement to Above Scale involve an overall career review and feature more rigorous criteria for advancement. (APM 220-18b(4)) Step 6 requires evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally and internationally is required in scholarly/creative achievement or in teaching.

Advancement to Above Scale is reserved for highly distinguished faculty whose (1) work of sustained excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose teaching performance is excellent; and (3) whose service is meritorious. There must be demonstration of additional merit and distinction beyond the performance on which previous advancement to Step 9 was based. A further merit increase

for a person already serving at the Above Scale rank must be justified by new evidence of merit and distinction.

These specific areas should be addressed in the internal and external letters to the extent that the letter writers are familiar with them.

Sample language for letters:

**Step 6**

*At the University of California, advancement to the level of Professor, Step 6 requires evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) University and public service. Above and beyond that, great academic distinction, recognized nationally and internationally, is required in scholarly or creative achievement or in teaching. Letters should attest to all areas of review with which the referee is familiar.*

**Above Scale**

*At the University of California, advancement to the level of Professor, Above Scale, is reserved for highly distinguished faculty whose (1) work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose teaching performance is excellent; and (3) whose service is highly meritorious. Furthermore, there must be demonstration of additional merit and distinction beyond the performance on which the previous advancement of [insert date of previous action] was based. Letters should attest to all areas of review with which the referee is familiar.*

**Formal Appraisal of an Assistant Professor**

Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.

Each Assistant Professor shall be appraised well in advance of possible promotion to the rank of Associate Professor (at least two and one-half years before the anticipated effective date of the promotion). No formal appraisal is required if prior to the normal occurrence of an appraisal, (1) the Assistant Professor is recommended for promotion to take effect within a year, (2) the Assistant Professor has given written notice of resignation, or (3) the Assistant Professor has been given written notice of non-reappointment. (APM 220-83)

**Note:** At UCSF, only Assistant Professors appointed in the Academic Senate series are required to undergo a formal appraisal.

Sample language for letters:

*At the University of California, formal appraisals of Assistant Professors are made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership on the faculty. [Follow with language appropriate to their series as described above]*

### **Career Review**

In addition to routine merits/promotions, any faculty member has the right to be evaluated by the process of Career Review. A Career Review allows a faculty member to request an evaluation of his or her rank and step as well as the appropriateness of the current academic series. The purpose of a Career Review is to assess the candidate's overall career in determining the appropriateness of current series and rank/step. At UCSF, candidates may request a Career Review once during their UCSF academic career.

#### **Sample language for letters:**

*At the University of California, a Career Review assesses the candidate's overall career to determine the appropriateness of their current series, rank and/or step. [Follow with language appropriate to their series as described above]*