Advance Faculty Information System

HOW TO CREATE THE CHAIR LETTER

Step-by-step process

1. Log into Advance

2. Click the For Review tab

3. Click the name of the candidate to view that packet

4. Review the packet

5. Click the Chair Letter link to view the Chair Letter form

6. Scroll through the Chair Letter to understand the expected content
   a. The Chair Letter should reflect the ***departmental assessment***, not the Chair's personal assessment of the candidate

7. Click radio buttons to record the departmental rating

8. Enter text in each of the text fields; text is required to support the ratings

9. Review the Vote tally, when applicable

10. Select a value for the Overall Department Assessment

11. If you have been requested to draft the chair letter, click the Save as Draft button
    a. Remember that the Candidate WILL see this letter, so be mindful of the letter's content

12. If you are the Chair, do not certify until the AP Generalist asks you to do so
    a. Certifying the Chair Letter prevents modifications to the packet; in the event that you certify the Chair Letter before the AP Generalist has completed their tasks, you may be asked to recertify a Chair Letter for a packet that needs changes.

Background

At UCSF, appointment and advancement packets are created, reviewed, and routed within the Advance system. The Chair Letter is described in the UC Academic Personnel Manual (APM 220-80e) as the document that defines the departmental recommendation for the acceptability of the candidate's request for the academic action. The Advance system allows multiple people to draft this letter, but it is up to the Department Chair to certify the letter, making sure before certifying that the content of the letter accurately reflects the departmental recommendation.

You will need to access Advance through myaccess.ucsf.edu, review the packet if you have not already done so, draft the Chair Letter, completing appropriate radio buttons and text fields, selecting the appropriate Overall Department Assessment, and clicking the Save as Draft button (or the Certify button if you are the Department Chair and the AP Generalist has instructed you to certify).

Reminders

- Be sure that the letter is accurate BEFORE you click Certify
- When the Chair certifies the letter, a box opens at the bottom that allows a Joint Department Chair to apply a department recommendation and Certify as well
  - The AP Generalist will manage this process