CAMPUS COUNCIL ON *Faculty Life*

Faculty Leadership Collaborative UCSF

2018 Applicant Waiver & Recommendation Instructions

Name of Applicant: _____ _____ _____
Last Name First Name Middle Name

Instructions to Applicants: Please complete this form and forward it to your Division chief or Department chair. Please instruct the reference person to email a pdf of their letter of recommendation directly to irene.merry@ucsf.edu by February 9, 2018. The applicant is responsible for verifying that the recommendation letter is received. Applications will not be considered unless they are complete. Please note that **if you submit a letter of recommendation from your Division Chief instead of from your Department Chair/Director, the Division Chief's letter of recommendation must contain a signed concurrence from your Department Chair/Director in order for the letter of recommendation to be deemed complete**.

The Family Educational Rights and Privacy Act of 1974 opens many applicant records for the applicant's inspection. The law also permits the applicant to sign a waiver relinquishing the right to inspect letters of recommendation. ***If you sign this form, you relinquish your right to view your letters of recommendation.*** Upon receipt of this form, UCSF or Coro may contact the reference by telephone for verification purposes.

Applicant Signature _____ Date: _____

Name of Reference: _____ _____ _____
Last Name First Name Middle Name

Instructions to Recommender: the UCSF Faculty Leadership Collaborative is a part-time, contract program for UCSF faculty who want to build community on campus through personal and professional development of skills, awareness, and knowledge. Through interactive seminars, the participants will:

- Practice and strengthen personal leadership abilities such as public speaking, critical thinking and inquiry
- Develop a network of leaders who transcend community divisions such as age, socio-economics, sector, race, and politics
- Renew participant's personal commitment to civic participation and increase their confidence to initiate community change

Thank you for completing this recommendation for the UCSF Faculty Leadership Collaborative applicant named above. We seek insight into the applicant's commitment to and concern for the community and her/his desire to be an effective part of that community. Your candid opinion of the applicant's character, intelligence, attitude and leadership qualities is appreciated.

To be successful in the program, applicants must possess the following:

- Strong personal initiative and motivation
- Desire to make an active contribution to the UCSF community
- Ability to work well within a diverse group
- Intellectual curiosity
- Evidence of leadership experience or potential, and meaningful involvement in their workplace or community

Please answer the following questions on your professional letterhead (if appropriate) and include your daytime phone number.

1. How long have you known the applicant and in what capacity?
2. What characteristics demonstrate the applicant's ability to advance in their career and in leadership at UCSF? What growth opportunities warrant attention by the applicant?
3. How does the applicant perform in teams? What role do they normally take? What should other team members know in order to work well with him/her? Please cite specific examples.
4. How would you describe the applicant's communication style?

As a reminder the program requires a commitment of around 75 hours (twice monthly sessions for 5 months (10am-5pm). 100% participation is required and no sessions may be missed.

Please email a pdf of your signed letter to irene.merry@ucsf.edu or mail the letter so that it arrives February 9, 2018 **directly** to:

UCSF Faculty Leadership Collaborative, Office of the Vice Provost, Academic Affairs
Campus Box 0652, 3333 California Street, San Francisco, CA 94118
Ph: (415) 502-0244 Fax: (415) 476-5989

Please note that applications will be considered incomplete without the recommendation letter and will not be accepted.