San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for

PROFESSIONAL RESEARCH ****

Search Documentation Separate from Review Packet

<table>
<thead>
<tr>
<th>Original and 1 Copy</th>
<th>Appointment</th>
<th>Promotion</th>
<th>Prof Step V to VI, IX to Above Scale</th>
<th>Normal Merit, Accelerated to Next Step</th>
<th>Accelerated Merit Beyond One Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary Sheets</strong> (Original and 2 Copies) Include Additional Appointments w/Chair’s and Dean’s Signatures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Attachment A</strong> (2 Copies) Certification Statement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Dean’s Form Letter</strong> w/Recommendation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Department Chair’s Letter to Include:

1) 3 Categories (Research/Creative Work*, Professional Competence/Activity, University and/or Public Service)** | X           | X         | X                                    | X                                     | X                                 |
2) Faculty Consultation | X           | X         | X                                    | X                                     | X                                 |
3) Accelerated/Decelerated Action Requires Written Documentation and Reasons | X           | X         | X                                    | X                                     | X                                 |

UC Biography Form | X |
Curriculum Vitae (Use UCSF Standardized Format) | X           | X         | X                                    | X                                     | X                                 |
Sample Letter (Senate Bill 251) | X           | X         | X                                    | X                                     | X                                 |

Intramural/Extramural Letters of Evaluation*** | Minimum of 3 in any combination | 3/5 | 3/3 | 3/3 |

Offer Letter | X |

*An appointee in the Professional Research series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance and/or be an essential contributor to collaborative research.

**Appointees in the professional research titles do not have teaching responsibilities. Materials related to teaching activities that are submitted with dossiers will not be considered.

***If not available, please address in Chair’s Letter.

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](http://academicaffairs.ucsf.edu/academic-personnel/other/annualcall.php)