

ABRIDGED PACKET FOR FACULTY*

Curriculum Vitae from Advance My CV (follow UCSF CV guidelines) ¹	X
Important Points for Discussion ² Upload as attachment in Advance (not required for Non-Faculty Academic actions)	X
Department Chair Letter ³ , including:	
<ul style="list-style-type: none"> Four Categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service, as applicable by series If applicable, include statement confirming ORU concurrence in "additional comments" section 	X
Justification for change in status/series	X
Concurrence of joint department and/or School where individual has an academic appointment	X
Dean Letter w/ Recommendation (obtained by Academic Affairs via Advance)	X

Eligible Actions:

- Change of Status from FY WOS to Step 1 in Non-Senate series (same series/rank)
- Change in Series from:
 - In Residence to Ladder series (Assistant rank only, same step)
 - Ladder to In Residence series (same rank/step)
 - Senate to Non-Senate series (same rank/step)
 - Senate or Non-Senate to Non-Senate WOS (same rank, **no** step)⁴

* For use with actions as allowable under the UCSF Search and Search Waiver Policy only, unless otherwise approved by Academic Affairs

<http://academicaffairs.ucsf.edu/academic-personnel/media/searchpolicy.pdf>

¹ CV may be uploaded as an attachment for Non-Senate WOS faculty w/o a step

² Important Points for Discussion is not required for Non-Senate WOS no step appointments

³ For clarity, indicate "Abridged packet" in the Additional Comments section (recommended)

⁴ Includes appointments from HS Clinical series to Volunteer Clinical series