

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for  
**LADDER RANK, IN RESIDENCE AND PROFESSOR OF CLINICAL** \_\_\_\*

Search Documentation Separate from Review Packet

	<b>Appointment, Change in Series</b>	<b>Promotion</b>	<b>Prof Step V to VI, IX to Above Scale</b>	<b>Normal Merit, Accelerated to Next Step</b>	<b>Accelerated Merit Beyond One Step</b>	<b>Appraisal of Achievement and Promise</b>
<u>Original and 1 Copy</u>						
<b>Summary Sheets</b> (Original and 2 Copies) Include Additional Appointments w/Chair's and Dean's Signatures	X	X	X	X	X	X
<b>Attachment A</b> (2 Copies) Certification Statement	X	X	X	X	X	X
<b>Important Points for Discussion</b> Completed Copy of the Important Points for Discussion with New Faculty Appointees	X					
<b>Dean's Form Letter</b> w/Recommendation	X	X	X	X	X	X
<b>Department Chair's Letter</b> to Include:						
1) 4 Categories (Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service)*	X	X	X	X	X	X
2) Faculty Vote****	X	X	X		X	
3) Faculty Consultation				X		X
4) Teaching and Mentoring Responsibilities Including Past, Current and Anticipated Teaching and Mentoring Hours	X	X	X	X	X	X
5) Accelerated/Decelerated Action Requires Written Documentation and Reasons		X	X	X	X	
<b>UC Biography Form</b>	X					
<b>Curriculum Vitae</b> (Use UCSF Standardized Format)	X	X	X	X	X	X
<b>Sample Letter (Senate Bill 251)</b>	X	X	X		X	X
<b>Intramural/Extramural Letters</b> of Evaluation**	3/3	3/5	3/3		3/3	3/3
<b>Teaching Evaluations</b> from Students and Peers**	X	X	X	X	X	X
5 Representative <b>Reprints</b> Recommended****	X	X	X		X	X
<b>Offer Letter</b>	X					

For Recall, \_\_\_ Emeritus (Non-Senate) and Post Retirement See Checklist.

\*Professor of Clinical \_\_\_ series requires evidence of creative work.

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

\*\*\*Reprints are not required for appointment or advancement to Assistant Rank, Steps I, II and III.

\*\*\*\*As required by Senate Bylaw 55