

**ADJUNCT PROFESSOR (Salaried or WOS w/ step paid by affiliate)**

	Appt to Instructor <sup>1</sup>	Appt to Asst/ Assoc/ Full	Change in Series	Promotion/ Accel merit beyond one step	On-time Merit/ Accel to next step	Merit to Full, Step 6; 9 to Above Scale
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X	X
<b>Intramural/Extramural Letters of Evaluation</b>		3 in any combo	3 in any combo	3 in any combo		2/2
<b>Formal Evaluations for Teaching Activity<sup>2</sup></b>		X	X	X	X	X
<b>Important Points for Discussion</b> Upload as attachment in Advance		X	X			
<b>Titles and Institutions of all referees on reference list page<sup>3</sup></b>		X	X	X		X
<b>Department Chair Letter</b> , including:						
Four Categories: Teaching/Mentoring, Research/Creative Work, Professional Competence, University/Public Service <sup>4</sup>	X	X	X	X	X	X
Faculty Vote <sup>5</sup>		X	X	X		X
Justification for accelerated or decelerated <sup>6</sup> action				X	X	X
Justification for appointment or advancement to a special step <sup>7</sup>		X	X	X	X	X
Certification by joint department(s), if applicable <sup>8</sup>	X	X	X	X	X	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

<sup>1</sup> Advancement from Instructor to Assistant rank is considered a new appointment, NOT a promotion.

<sup>2</sup> If no formal course evaluations are available, at least 3 teaching/mentoring references are required. References may be included in addition to but not in lieu of formal evaluations, if formal evaluations are available.

<sup>3</sup> Referees must hold titles at/above or comparable to the candidate's proposed rank.

<sup>4</sup> A balance of significant contributions in all 4 categories is not required, i.e., exceptional achievements in 1 area may compensate for lesser contributions in another area.

<sup>5</sup> Voting requirements are applicable for non-Senate faculty in a Health Sciences Compensation Plan.

<sup>6</sup> Decelerations should be coded for merits, when applicable, but should not be coded for promotions nor changes in series.

<sup>7</sup> Special steps (Assistant, Step V & VI; Associate, Step IV & V) may be used in exceptional situations and with proper justification. Such justification should be included in the 'Additional Comments' section of the Chair Letter.

<sup>8</sup> If applicable, may include statement confirming ORU concurrence in 'Additional Comments' section of Chair Letter.