

ABRIDGED PACKET FOR FACULTY¹

Curriculum Vitae from Advance My CV (follow UCSF CV guidelines) ²	X
Important Points for Discussion³ Upload as attachment in Advance	X
Department Chair Letter , 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:
 - Non-Senate WOS, no step to Non-Senate, Step 1 (same series/rank)
 - Non-Senate, with step to Non-Senate WOS, no step (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, with step to Non-Senate WOS, no step (same rank)⁴

PLEASE NOTE: For expedited routing purposes, please indicate “abridged packet” in the Chair Letter.

¹ For use with actions as allowable under [UCSF Search and Search Waiver Policy](#) only, unless otherwise approved by Academic Affairs

² CV may be uploaded as an attachment for Non-Senate WOS, no step appointments

³ Important Points for Discussion not required for Non-Senate WOS, no step appointments

⁴ For appointment from any faculty series to Volunteer Clinical Professor series, use the [VCP checklist](#)