

ACADEMIC ADMINISTRATOR and ACADEMIC COORDINATOR

	Appointment	Promotion¹	Merit²
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X
Titles and Institutions of all referees on reference list page	X	X	
Intramural/Extramural Letters of Evaluation³	Minimum of 3 in any combination	Minimum of 3 in any combination	
Department Chair Letter , including:			
Description of employee's qualifications	X	X	X
Description of work and how it contributes to the department/school	X	X	X
Evaluation of individual's current and anticipated performance and contributions	X	X	X
Justification for accelerated/decelerated action		X	X
Concurrence of joint department, ORU and/or School where individual has an academic appointment	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X

Notes:

- For Academic Coordinator Series only: If a change in level is warranted due to significant changes in scope and complexity of the program being administered, the action is considered a new appointment.

¹ Only Academic Administrators are eligible for Promotion.

² Effective 7/1/19, on-time merit advancements for Academic Administrators are based on a two-step increase. (cf. [On-Time Merit Advancements for Academic Administrators](#))

³ If not available, please address in Chair's Letter.