

ADJUNCT WOS (Without salary, not Paid by an Affiliate, but may hold Paid staff title)

	Appt. to Instructor	Appt to Asst. & Assoc.	Appt to Full Prof.	Promotion to Assoc	Promotion to Full
Curriculum Vitae (may be attached as PDF) ¹	X	X	X	X	X
Titles and Institutions of all referees on reference list page		X	X	X	X
Letters of Recommendations from Peers ²		Minimum of 2 in any combination	Minimum of 3 in any combination	Minimum of 2 in any combination	Minimum of 2 in any combination
Formal Evaluations for Teaching Activity ³			X	X	X
Department Chair Letter , including:					
<ul style="list-style-type: none"> • Four categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service⁴ • If applicable, include statement confirming ORU concurrence in "additional comments" section⁵ 	X	X	X	X	X
Concurrence of joint department and/or School where individual has an academic appointment	X	X	X	X	X
Dean Letter w/Recommendation (obtained by Academic Affairs)	X	X	X	X	X

Notes:

- Appointees whom are paid by affiliates must follow the Adjunct salaried checklist
- Advancement from Instructor to Assistant is considered a new appointment, NOT a promotion.

¹ CV is not required to follow UCSF CV guideline formatting; however, relevant categories necessary for review must be included in the CV.

² If not available, please address in the Chair's Letter.

³ If no formal course evaluations are available, at least 5 teaching/mentoring references are required (3 for appointment to Full rank). References may be included in addition to but not in lieu of formal evaluations, if formal evaluations are available.

⁴ 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.

⁵ For a WOS joint appointment with a paid Non-Faculty Academic appointment:

- If joint appointment is in a different department, statement of concurrence from home department / ORU is required.
- If joint appointment is in the same department, prior consultation with Academic Affairs is required before proceeding with the appointment.