

ADJUNCT PROFESSOR (Salaried or Paid by Affiliates)

	Appt. to Instructor	Appoint-ments	Change in Series	Promotion	Normal Merit/ Accel. to next step	Merits Prof. step 5 to 6; 9 to Above Scale; Accel. beyond one step
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines) ¹	X	X	X	X	X	X
Intramural/Extramural Letters of Evaluation ²		see note*		3/3		3/3
Formal Evaluations for Teaching Activity ³		see note*		X	X	X
Important Points for Discussion Upload as attachment in Advance		X	X			
Titles and Institutions of all referees on reference list page ⁴		X	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 Service⁵ • If applicable, include statement confirming ORU concurrence in "additional comments" section 	X	X	X	X	X	X
Faculty Vote ⁶		X	X	X		X
Justification for accelerated/decelerated action				X	X	X
Justification for appointment or advancement to or from a special step (Assistant step V, VI; Associate step IV, V)		X	X	X	X	X
Concurrence of joint department, and/or School where individual has an academic appointment	X	X	X	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

Notes:

- Advancement from Instructor to Assistant is considered a new appointment, NOT a promotion.

*Letter requirements for Appointments and Change in Series:

- Reference letters (Assistant, Associate, Full) = minimum of 3 in any combination
- Teaching assessments (Assistant, Associate, Full) = minimum of 3

¹ Adjunct WOS who are *not paid by Affiliates* may attach a PDF version of their CV (see Adjunct WOS checklist); paid Adjunct or Adjunct WOS who are paid by Affiliates must use the My CV section of Advance.

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

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

⁴ Referees must be at or above the candidate's proposed rank

⁵ 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.

⁶ For actions effective 7/2/2014 or later. Non-Senate (Adjunct, Health Sciences Clinical) packets for HSCP faculty or faculty appointed at 51% time or greater may need a vote: http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/media/Guidelines_for_Voting.pdf For actions effective 7/2/2014 or later.