

**HEALTH SCIENCES CLINICAL - WOS, NO STEP may hold Paid staff title (e.g. MSP physicians, Nurses)**

	<b>Appt. to Instructor</b>	<b>Appt to Asst. &amp; Assoc.</b>	<b>Appt to Full Prof.</b>	<b>Promotion to Assoc</b>	<b>Promotion to Full</b>
<b>Curriculum Vitae</b> (may be attached as PDF) <sup>1</sup>	X	X	X	X	X
<b>Titles and Institutions of all referees on reference list page</b>		X	X	X	X
<b>Letters of Recommendations from Peers</b> <sup>2</sup>		Minimum of 2 in any combination	Minimum of 3 in any combination	Minimum of 2 in any combination	Minimum of 2 in any combination
<b>Formal Evaluations for Teaching Activity</b> <sup>3</sup>			X	X	X
<b>Department Chair Letter</b> <sup>4</sup> , including:					
<ul style="list-style-type: none"> <li>• Four categories: Teaching and Mentoring, Professional Competence, Scholarly and Creative Activity<sup>5</sup>, University and Public Service</li> <li>• If applicable, include statement confirming ORU concurrence in “additional comments” section<sup>6</sup></li> </ul>	X	X	X	X	X
Concurrence of joint department, and/or School where individual has an academic appointment	X	X	X	X	X
<b>Dean Letter</b> (obtained by Academic Affairs)	X	X	X	X	X

**Notes:**

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

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

<sup>2</sup> If not available, please address in the Chair’s Letter.

<sup>3</sup> 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.

<sup>4</sup> If the candidate holds a concurrent MSP or other staff appointment, please address in the Chair’s Letter.

<sup>5</sup> “Professional Competence and Activity” is not applicable to NON-ACGME fellows.

<sup>6</sup> 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.