

HEALTH SCIENCES CLINICAL - WOS, NO STEP¹

	Appt. to Instructor	Appt to Asst ² & Assoc	Appt to Full	Promotion to Assoc	Promotion to Full
Curriculum Vitae (may be attached as PDF) ³	X	X	X	X	X
Titles and Institutions of all referees on reference list page		X	X	X	X
Intramural/Extramural Peer References ⁴		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 ⁵			X	X	X
Department Chair Letter ⁶ , including:					
<ul style="list-style-type: none"> Four categories: Teaching and Mentoring, Professional Competence, Scholarly and Creative Activity, University and Public Service 	X ⁷	X	X	X	X
Concurrence of joint department where individual has an academic appointment ⁸	X	X	X	X	X
Dean Letter (obtained by Academic Affairs)	X	X	X	X	X

¹ May hold concurrent paid staff title at UCSF (e.g. MSP physicians, Nurses). Appointees whom are paid by affiliates must follow the HS Clinical salaried checklist.

² Advancement from Instructor to Assistant is considered a new appointment, NOT a promotion.

³ CV is not required to follow UCSF CV guideline formatting; however, relevant categories necessary for review must be included in the CV.

⁴ If not available, please address in the Chair's Letter.

⁵ 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.

⁶ If the candidate holds a concurrent MSP or other staff appointment, please address in the Chair's Letter.

⁷ For Non-ACGME fellows being proposed for a concurrent joint appointment as a HS Clinical Instructor WOS, may use the following certification statement in lieu of a categorical review:

"Dr. [insert name] is an incoming Non-ACGME fellow who is being proposed for a concurrent joint WOS appointment as a HS Clinical Instructor to cover their clinical teaching/mentoring activities as a fellow. This statement serves to confirm that Dr. [insert name] possesses the qualifications to be an effective clinical teacher/mentor."

⁸ 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 the Office of Faculty and Academic Affairs is required before proceeding with the appointment.