PROFESSIONAL RESEARCH SERIES (Salaried or Paid by Affiliate)

	Appointment	Promotion	Step 5 to 6, or 9 to Above Scale	Normal Merit/ Accel. to next step	Accel. Merit Beyond one step
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X
Titles and Institutions of all referees on reference list page	X	X	X		X
Intramural/Extramural Peer References[1]	Minimum of 3 in any combination	Minimum of 3 in any combination	Minimum of 3 in any combination		Minimum of 3 in any combination
Department Chair Letter, including:					
Three categories: Research/Creative Work[2], Professional Competence, University/Public Service[3]	X	X	X	X	X
Justification for accelerated/ decelerated action		X[4]	X	X	X
Justification for appointment or advancement to a special step (Assistant step V, VI; Associate step IV, V)	X	X		X	X
Concurrence of joint department and/or ORU 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 in the Professional Research series do not have teaching responsibilities. Materials related to teaching activities that are submitted with dossiers will not be considered.
- For Visiting Professional Research appointees, please use the Visiting Professor/Visiting Professional Researcher checklist.

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[1] If not available, please address in Chair's Letter.

[2] An appointee in the Professional Research series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance and/or be an essential contributor to collaborative research.

[3] Appointees at the Assistant rank are not required to participate in University and/or public service; however at the Associate level or above, they are expected to participate in some form of service.

[4] Timing for promotion from a normal step (Assistant 1-4, Associate 1-3) is calculated by normal years of service at step. Timing for promotion from a special step (Assistant 5-6, Associate 4-5) is calculated by combined years of service between the special step and its overlapping step at the higher rank.