

SPECIALIST

	Appointment	Promotion	Merit: Asst-Full Rank	Merit: Junior Rank
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines) ¹	X	X	X	
Department Chair Letter , including:				
Performance in research in specialized areas	X	X	X	
Description of responsibilities associated with the position	X	X	X	
Professional competence and activity	X	X	X	
University and Public Service	X	X	X	
Justification for accelerated/decelerated action		X	X	
Additional Comments		X ²	X ²	X ³
Concurrence of joint department, ORU and/or School where individual has an academic appointment	X	X	X	
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X

¹ CV may be uploaded as an attachment for WOS appointment. Specialist appointments may be without salary ONLY if the candidate is on a UCSF sponsored visa

² For promotion to Assistant Specialist, Step 1 or for on-time merit to Assistant Specialist, Step 2: May use the following certification statement in lieu of a categorical review:

“This statement serves to confirm that I have evaluated the performance of [insert name] and that s/he meets the academic personnel policy criteria for advancement from [insert rank, step] to [insert rank, step]. Additionally, I confirm that s/he meets the expectations for performance in research, professional competence and activity as well as University and public service. I support this advancement action effective [include date]. *Optional: supervisor to include additional information to support this action*”

³ For merit to Junior Specialist, Step 2: **Must** use the following certification statement in lieu of a categorical review:

“The purpose of this packet is to record in Advance the conferral of merit advancement from Junior Specialist, Step 1 to Junior Specialist, Step 2. This packet does not constitute a review of the candidate and is in compliance with the Academic Researchers Unit (RA) Contract.”