

HEALTH SCIENCES CLINICAL PROFESSOR (Salaried or WOS w/ step paid by affiliate)

	Appt to Instructor¹	Appt to Asst/ Assoc/ Full	Change in Series	Promotion/ Accel merit beyond one step	On-time Merit/ Accel to next step	Merit to Full, Step 6; 9 to Above Scale
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X	X
Intramural/Extramural Letters of Evaluation		3 in any combo	3 in any combo	3 in any combo		2/2
Formal Evaluations for Teaching Activity²		X	X	X	X	X
Important Points for Discussion Upload as attachment in Advance		X	X			
Titles and Institutions of all referees on reference list page³		X	X	X		X
Department Chair Letter , including:						
Four categories: Teaching/Mentoring, Scholarly/Creative Activity, Professional Competence, University/Public Service	X	X	X	X	X	X
Faculty Vote ⁴		X	X	X		X
Justification for accelerated or decelerated ⁵ action			X	X	X	X
Justification for appointment or advancement to a special step ⁶		X	X	X	X	
Certification by joint department(s), if applicable ⁷	X	X	X	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

¹ Advancement from Instructor to Assistant rank is considered a new appointment, NOT a promotion.

² If no formal course evaluations are available, at least 3 teaching/mentoring references are required. References may be included in addition to but not in lieu of formal evaluations, if formal evaluations are available.

³ Peer referees must hold titles at/above or comparable to the candidate's proposed rank.

⁴ Voting requirements are applicable for non-Senate faculty in a Health Sciences Compensation Plan.

⁵ Decelerations should be coded for merits, when applicable, but should not be coded for promotions nor changes in series.

⁶ Special steps (Assistant, Step V & VI; Associate, Step IV & V) may be used in exceptional situations and with proper justification. Such justification should be included in the 'Additional Comments' section of the Chair Letter.

⁷ If applicable, may include statement confirming ORU concurrence in 'Additional Comments' section of Chair Letter.