

LADDER RANK, IN RESIDENCE AND PROFESSOR OF CLINICAL ____

	Appointment	Change in Series	Promotion	On-time Merit/ Accel to next step	Merit to Full, Step 6; 9 to A/S; Accel beyond one step	Appraisal
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X	X
Intramural/Extramural Letters of Evaluation	see note*		3/3		3/3	
Formal Evaluations for Teaching Activity¹	X	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 page²	X	X	X		X	X
Department Chair Letter , including:						
Four categories: Teaching/Mentoring, Research/Creative Work, Professional Competence, University/Public Service	X	X	X	X	X	X
Faculty Vote	X	X	X		X	
Justification for accelerated or decelerated ³ action		X	X	X	X	
Justification for appointment or advancement to a special step ⁴	X	X	X	X		
Certification by joint department(s), if applicable ⁵	X	X	X	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

*Letter requirements for Appointments and Change in Series:

- At the Assistant rank = at least 1 internal / 1 external; minimum of 5 letters total
- At the Associate and Full ranks = at least 2 internal / 3 external; minimum of 6 letters total

¹ 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.

² Peer referees must hold titles at/above or comparable to the candidate's proposed rank.

³ Decelerations should be coded for merits, when applicable, but should not be coded for promotions nor changes in series.

⁴ 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.

⁵ If applicable, may include statement confirming ORU concurrence in 'Additional Comments' section of Chair Letter.