

Temp Appointment Packets

	HS Clinical / Adjunct Instructor	Acting Asst/Assoc/Full Professor
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X
Department Chair Letter , including:		
Four categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service		X
Certification statement (in lieu of a categorical review) ¹	X	
If applicable, include statement confirming ORU concurrence in “additional comments” section	X	X
Concurrence of joint department where individual will hold an academic appointment	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X

Notes:

In Advance, Temp Appointment packets are used to onboard a recruited faculty candidate while their full appointment packet is being processed and reviewed. Temp Appointment packets are not intended for stand-alone, short-term appointments.

The proposed faculty title for a Temp Appointment packet is determined in relation to the proposed faculty title for the corresponding Full Appointment packet, as follows:

<u><i>Title for Full Appointment Packet</i></u>	→	<u><i>Title for Temp Appointment Packet</i></u>
Asst/Assoc/Full HS Clinical Professor	→	HS Clinical Instructor
Asst/Assoc/Full Professor of Clinical X	→	HS Clinical Instructor
Asst/Assoc/Full Adjunct Professor	→	Adjunct Instructor
Asst/Assoc/Full Professor in Residence	→	Adjunct Instructor
Asst/Assoc/Full Professor (Ladder Rank)	→	Acting Asst/Assoc/Full Professor ²

¹ For a temp appointment packet to HS Clinical/Adjunct Instructor, the following certification statement should be used in lieu of a categorical review:

“This temp appointment packet is being submitted to allow [insert name] to be onboarded at the University while their full appointment packet undergoes a full review. This statement serves to confirm that [insert name] meets the criteria for a temporary appointment at the Instructor rank while their full appointment is being reviewed.”

² The rank/step of the Acting title should match the rank/step of the Ladder Rank title.