

**ABRIDGED PACKET FOR FACULTY<sup>1</sup>**

<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines) <sup>2</sup>	X
<b>Important Points for Discussion<sup>3</sup></b> Upload as attachment in Advance	X
<b>Department Chair Letter</b> , including:	
<ul style="list-style-type: none"> <li>Four Categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service, as applicable by series</li> <li>If applicable, include statement confirming ORU concurrence in “additional comments” section</li> </ul>	X
Justification for change in status/series	X
Concurrence of joint department and/or School where individual has an academic appointment	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs via Advance)	X

**Eligible Actions:**

- Change of Status from:
  - Non-Senate WOS, no step to Non-Senate, Step 1 (same series/rank)
  - Non-Senate, with step to Non-Senate WOS, no step (same series/rank)
- Change in Series from:
  - In Residence to Ladder series (Assistant rank only, same step)
  - Ladder to In Residence series (same rank/step)
  - Senate to Non-Senate series (same rank/step)
  - Senate or Non-Senate, with step to Non-Senate WOS, no step (same rank)<sup>4</sup>

PLEASE NOTE: For expedited routing purposes, please indicate “abridged packet” in the Chair Letter.

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<sup>1</sup> For use with actions as allowable under [UCSF Search and Search Waiver Policy](#) only, unless otherwise approved by Academic Affairs

<sup>2</sup> CV may be uploaded as an attachment for Non-Senate WOS, no step appointments

<sup>3</sup> Important Points for Discussion not required for Non-Senate WOS, no step appointments

<sup>4</sup> For appointment from any faculty series to Volunteer Clinical Professor series, use the [VCP checklist](#)