

**ACADEMIC ADMINISTRATOR and ACADEMIC COORDINATOR**

	<b>Appointment</b>	<b>Promotion<sup>1</sup></b>	<b>Merit<sup>2</sup></b>
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X	X	X
<b>Titles and Institutions of all referees on reference list page</b>	X	X	
<b>Intramural/Extramural Letters of Evaluation<sup>3</sup></b>	Minimum of 3 in any combination	Minimum of 3 in any combination	
<b>Department Chair Letter</b> , including:			
Description of employee's qualifications	X	X	X
Description of work and how it contributes to the department/school	X	X	X
Evaluation of individual's current and anticipated performance and contributions	X	X	X
Justification for accelerated/decelerated action		X	X
<b>Concurrence</b> of joint department, ORU and/or School where individual has an academic appointment	X	X	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X	X	X

**Notes:**

- For Academic Coordinator Series only: If a change in level is warranted due to significant changes in scope and complexity of the program being administered, the action is considered a new appointment.

<sup>1</sup> Only Academic Administrators are eligible for Promotion.

<sup>2</sup> Effective 7/1/19, on-time merit advancements for Academic Administrators are based on a two-step increase. (cf. [On-Time Merit Advancements for Academic Administrators](#))

<sup>3</sup> If not available, please address in Chair's Letter.