

## CAREER REVIEW

	Appointment, Change in Series
<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X
<b>Titles and Institutions of all referees on reference list page</b>	X
<b>Intramural/Extramural Letters of Evaluation<sup>1</sup></b>	3/3
<b>Formal Evaluations for Teaching Activity<sup>2</sup></b>	X
<b>Candidate Letter</b> (Written request specifying series, rank, step for consideration with justification and supporting documentation as needed)	X
<b>Department Chair Letter</b> , including:	
Assessment of entire academic records	X
Four categories (Teaching, Research/Creative Work, Professional Competence, University/Public Service), as applicable	X
Assessment of contributions	X
Faculty Vote, as appropriate for the type of action proposed	X
If applicable, include statement confirming ORU concurrence in “additional comments” section	X
<b>Concurrence</b> of joint department, and/or School where individual has an academic appointment	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)	X

<sup>1</sup> The candidate's written request must accompany the solicitation for letters of support. Referees must be at or above the candidate's proposed rank.

<sup>2</sup> If no formal course evaluations are available, at least 5 teaching/mentoring references are required. References may be included in addition to but not in lieu of formal evaluations, if formal evaluations are available.