

ADVANCEMENT PACKET REQUIREMENTS



1. CV
2. PERSONAL STATEMENT
3. TEACHING & MENTORING EVALUATIONS
4. ****CAP ACTION ONLY** FORMAL LETTERS OF RECOMMENDATION**

1. Curriculum Vitae:

Update your CV in the “My CV” tab - See *helpful links & guidelines* below about Advance.

- Your CV will be scrutinized by multiple Reviewers through the advancement process and may be returned if required CV data are missing.
- There are narrative summaries for each section: Clinical Activities, Teaching, Mentoring, Service Activities, Research & Creative Activities, and Contributions to Diversity, Equity & Inclusion. Please see the separate YOUR CV pdf to help you in writing these. These add clarity to your CV.
- Add your updated CV to your packet: “My Packet ----> CV” tab and click the “Copy from My CV into this packet” button.
- **This step above is critical: your CV *must* be added to your Advance packet before end of business THURSDAY MAY 9, 2024, or it will be automatically withdrawn and NOT considered in this academic cycle.**

2. Candidate Personal Statement:

This is a summary of TWO/THREE most meaningful achievements in each of the 5 areas of review *since your last advancement*. TEACHING & MENTORING, ACADEMIC PRODUCTIVITY, SERVICE, DIVERSITY & PROFESSIONAL COMPETENCE.

- **This should not be cut and paste from your CV.** Your personal statement allows the M&P committee to understand the *significance* of your work which can also be put into context for your Chair’s letter that goes to the Dean’s office +/- to CAP.
- If you are being proposed for an acceleration this recap summary should include a final paragraph with a strong statement as to why acceleration should be approved. e.g: “*This proposed acceleration should be approved because of exceptional performance as evidenced by...*”
- Please see the link below about UCSF Criteria for Advancements
- Upload the Recap to your packet as a pdf attachment labeled as “Candidate Personal Statement” under the “ATTACHMENT” tab.

3. Teaching & Mentoring Evaluations:

HR and the dept will add formal medical student / MSBI /resident/ CME etc teaching evaluations if available.

- Because of the inconsistency of evaluations, however, we are also recommending that you provide the name + email of **≥5 trainees and/or mentees** who can attest to your informal/formal teaching and/or mentoring. These should be trainees/mentors whom you have worked with *since your last advancement*.



**MAY 9
DEADLINE**

4. **CAP ACTIONS ONLY Letters of Recommendation:**

ALL Promotions to Associate or Full Professor, Appraisals, Change in Series, 5-year review, Professor step 5 to step 6, promotion to Professor Above Scale. All D2/D3/A2/A3 actions.

- Submit directly into Advance the name and contact information [name, title, institution, e-mail address] of
 - **3 intramural** referees [UCSF radiologists / non-radiologists – surgeons, clinicians etc]
 - **3 extramural** referees (other institutions, including other UC campuses)
 - **ALL** referees should be *at or above* your proposed rank – so *at least* Associate Professor if you are Assistant or Associate. If you are Full Professor/ being proposed for promotion to Full Professor, your letter writers must be Full Professors. Check with your Division Chief about ideal internal / external referees and ask that person whether they would be able to write you a strong letter of recommendation. **CAP grades these letters.** You want them to be good.
 - I RECOMMEND YOU DO NOT LIST ANYONE YOU HAVE NOT ASKED.

Helpful Links, Guidelines & Workshop

Department CV Workshop:

Friday, April 5th at 7:45am (In Person or Zoom), to guide you through best practices for updating your CV. Calendar invitations will be emailed to you soon.

More information, guidelines, handouts, video links on our Department Academic Affairs website:

<https://radiology.ucsf.edu/academic-affairs/faculty-academic-advancement>

Advance Quick Start Guide to give helpful hints about updating your CV:

<https://facultyacademicaffairs.ucsf.edu/online-systems/Advance/MyCV-Quick-Start-Guide.pdf>

For more detailed instructions on how to navigate **Advance**:

<https://facultyacademicaffairs.ucsf.edu/online-systems/Advance>

UCSF Criteria for Advancement – including Accelerations which was UPDATED 2/2019

<https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement/Criteria-for-Advancement-for-Faculty.pdf>

UCSF Faculty Handbook – updated 2/28/2022:

<https://senate.ucsf.edu/sites/default/files/2016-12/FacultyHandbook-UCSF.pdf>

If you have any questions regarding your proposed advancement or require assistance in navigating Advance, please contact Carla Pagsanjan in the HR Service Center, phone 415-502-0924 or carla.pagsanjan@ucsf.edu.



**MAY 9
DEADLINE**