

NON-SENATE HEALTH SCIENCES CLINICAL PROFESSOR SERIES

CHECKLIST FOR PROMOTION or ADVANCEMENT TO STEP VI

I. TO INITIATE YOUR ACADEMIC REVIEW

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| <input type="checkbox"/> UPDATED eFILE+ and/or CV* | <p>Faculty with eFile+ access, go to https://efileplus.ucr.edu/ & log in with your Net ID and password to update your record.</p> <p>For faculty not within our personnel system, update your CV using the UCR SOM template located on our website at Resources for Faculty Members.</p> |
| <input type="checkbox"/> SELF-STATEMENT | <p>Your self-statement should be a brief statement describing and evaluating your achievements and recognition within the review period. If you anticipate composing a statement, please limit the narrative to 5 pages</p> |
| <input type="checkbox"/> PROCEDURAL SAFEGUARD | <p>Every personnel review file submitted is required to have a Procedural Safeguard Statement signed by the candidate. Please review <u>Section I</u>, sign, & date. Note, if you have any questions about your promotion or advancement, please discuss with your Chair.</p> |
| <input type="checkbox"/> TEACHING EVALUATIONS | <p>Provide teaching evaluations during review period.</p> <ul style="list-style-type: none">- Contact your Residency Coordinator and/or Fellowship Administrator at your institution for receipt of your clinical trainee teaching evaluations. |
| <input type="checkbox"/> REFEREE NAMES | <p>Identify 5-7 individuals who can comment on your clinical performance, teaching abilities, and your scholarly contribution. All extramural letters should be from qualified persons of a rank equal to or above the rank sought by the candidate.</p> |

II. DOCUMENTS NEEDED AFTER DEPARTMENT REVIEW

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| <input type="checkbox"/> PROCEDURAL SAFEGUARD | Signature & date on <u>Section II</u> , acknowledging receipt of the departmental letter. |
| <input type="checkbox"/> CANDIDATE'S RESPONSE TO DEPT LETTER | Optional |
| <input type="checkbox"/> CANDIDATE'S RESPONSE TO MATERIALS | Optional |