

NON-SENATE PROFESSOR SERIES

CHECKLIST FOR APPOINTMENT

I. TO INITIATE YOUR ACADEMIC REVIEW

CV

Forward a copy of your updated CV.

To facilitate review, update your CV using the [UCR SOM template located on our website](#) under the “Non-Senate” section.

REFEREE NAMES

Identify 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. Your Academic Affairs Analyst will work with you on determining the appropriate amount of referees and eligibility.

TEACHING EVALUATIONS

Provide teaching evaluations during review period.

- Contact your Residency Coordinator and/or Fellowship Administrator at your institution for receipt of your clinical trainee teaching evaluations.

SELF-STATEMENT *(optional)*

Your self-statement should be a brief statement describing and evaluating your achievements and recognition. If you anticipate composing a statement, please limit the narrative to 5 pages.