

# **NON-SENATE HEALTH SCIENCES ASSISTANT CLINICAL PROFESSOR RANK**

## **CHECKLIST FOR APPRAISALS**

### **I. TO INITIATE YOUR ACADEMIC REVIEW**

- UPDATED eFILE+ and/or CV** For faculty not within our personnel system, update your CV using [the UCR SOM template located on our website](#) under the “Non-Senate” section.
- Faculty with eFile+ access, go to <https://efileplus.ucr.edu/> & log in with your Net ID and password to update your record.
- SELF-STATEMENT** 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.
- PROCEDURAL SAFEGUARD** Every personnel review file submitted is required to have a Procedural Safeguard Statement signed by the candidate. Please review [Section I](#), sign, & date.
- 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.

### **II. DOCUMENTS NEEDED AFTER DEPARTMENT REVIEW**

- PROCEDURAL SAFEGUARD** Signature & date on [Section II](#), acknowledging receipt of the departmental letter.
- CANDIDATE’S RESPONSE TO DEPT LETTER** Optional
- CANDIDATE’S RESPONSE TO MATERIALS** Optional