

NON-SENATE HEALTH SCIENCES CLINICAL PROFESSOR SERIES

CHECKLIST FOR PROMOTION or ADVANCEMENT TO STEP VI

I. TO INITIATE YOUR ACADEMIC REVIEW

- UPDATED eFILE+ and/or CV*** Faculty with eFile+ access, go to <https://efileplus.ucr.edu/> & log in with your Net ID and password to update your record.
- *For faculty not within our personnel system, update your CV using [the UCR SOM template located on our website](#) under the “Non-Senate” section.
- 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. Note, if you have any questions about your promotion or advancement, please discuss with your Chair.
- 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.
- REFEREE NAMES** Identify 7-9 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.

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