

## **2020 Application Information and Instructions**

**Application Deadline: Friday August 16, 2019 at 5:00 p.m.**

(Late or Incomplete Applications Will Not Be Considered)

### **Application Information and Instructions**

1. Application is available for download [here](#). All application components submitted by applicants must be in pdf format, assembled in the order shown in the Application Checklist below. A single pdf of the entire application is preferred.
2. All documents requiring signatures must be signed before being scanned into a pdf. Missing signatures will render an application incomplete.
3. Complete applications must be e-mailed to Program Coordinator, Irené Merry, **no later than 5:00 p.m. on August 16, 2019** (contact information below). For assistance with the application pdf, contact the Program Coordinator.
4. Applicants must give their recommender a [Waiver Form](#). *Please note:* even if you choose not to sign the Waiver Form(s), you must submit the form with his/her name identified in the space provided.
5. Applicants should ask their recommender to e-mail a pdf of their signed letter directly to the Program Coordinator by **August 2, 2019** (the earlier deadline for recommendations helps facilitate the application process). **A recommendation letter from an applicant's Division Chief may be considered only if the Department Chair signs his/her concurrence, preferably on the Division Chief's letter (a separate letter of concurrence is also acceptable). Applicants should arrange to obtain their Department Chair's concurrence. An application containing a letter of recommendation from a Division Chief will be deemed incomplete without the Department Chair's signed concurrence.**
6. Please do not submit more letters of recommendation than shown in the Application Checklist. Please do not include this Information sheet with your materials.
7. The application will be considered complete **only if** all items on the Application Checklist below are received by the final deadline. Late or incomplete applications will not be considered.

### **Application Checklist and Deadlines**

A complete application packet consists of materials submitted by applicants and others:

<b>Materials Submitted by Applicants (in single pdf format only) Deadline: no later than 5:00 p.m. August 16, 2019</b>	<b>Materials Submitted by Recommender (pdf format preferred) Deadline: August 2, 2019</b>
<input type="checkbox"/> Completed 2 page Application: <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant Information Form</li> <li><input type="checkbox"/> Declaration on Applying (completed &amp; signed)</li> <li><input type="checkbox"/> Answers to Reflections Questions A &amp; B</li> </ul>	<input type="checkbox"/> Signed Recommendation Letter from Applicant's Department Chair/Director or Division Chief (see #5 above)
<input type="checkbox"/> Current <i>curriculum vitae</i>	
<input type="checkbox"/> Waiver Form for Department Chair/Director or Division Chief providing a letter of recommendation (see #5 above)	

### **Program Coordinator Contact Information**

Irené Merry, Office of the Vice Provost, Academic Affairs  
 Campus Box 0652, 3333 California Street, Suite 102, San Francisco, CA 94118  
 Email: [Irené Merry](#); Phone: (415) 502-0244; Fax: (415) 476-5989