

UCSF Campus Guidelines
**Step Requirements for Without Salary Appointments
and Part-time Non-Senate (50% or less) Appointments**

Background: These guidelines are being issued to ensure that steps are added to OLPPS as appropriate for WOS and part-time appointments. In addition to facilitating accurate reporting, the consistent use of steps is important for the on-line academic systems currently in development:

- steps are required by the Advance system in order to calculate the next eligible action
- steps are required by the MPM (electronic PAF) application for paid appointees in order to ensure compliant use of DOS codes and salary rates

| Appointment Type | Title Codes | Step required? | Review Process |
|---|--|-----------------------|---|
| Without Salary UCSF Appointment (WOS) Paid by Affiliates (Affiliates include VAMC, Gladstone and HHMI) | FY - Various | Yes | Normal merits and promotions identical to regular full-time paid faculty appointments |
| Volunteer Clinical (aka “true volunteer”) | 2017 (Full) 2037 (Assoc) 2057 (Asst) 2077 (Instr) | No | Promotions only, every 5-10 years per APM 279 |
| HS Clinical – FY-WOS (without salary) (Includes MSP appointees and other paid titles as their primary appointment) | 2010 (Full) 2030 (Assoc) 2050 (Asst) 2070 (Instr) | No | Promotions at discretion of Department |
| Adjunct – FY-WOS (without salary) (Could be entirely without salary or have other paid titles as their primary appointment) | 3259 (Full) 3269 (Assoc) 3279 (Asst) 3287 (Instr) | No | Promotions at discretion of Department |
| Adjunct – FY or HS Clinical – FY paid 50% time or less | 3259 (Full) 3269 (Assoc) 3279 (Asst) 3287 (Instr) 2010 (Full) 2030 (Assoc) 2050 (Asst) 2070 (Instr) | Yes | Eligible for normal merits and promotions (for guidance, please refer to APM 220-10) |
| Joint Appointments (without salary) (primary paid faculty appointment in another department) | FY – Various | Yes* | Review process is lead by the primary academic department. |

*Rank and step should match the rank and step of the primary academic department.