Faculty Review Process: 
Appointment, Merit & Promotion

Brian Alldredge, Renee Binder, Robin Corelli, Steven Hetts, Sunita Mutha, Catherine Waters
Helpful Resources

https://facultyacademicaffairs.ucsf.edu/ (includes links to UCSF and UCOP official Policies)

https://senate.ucsf.edu/faculty-handbook

https://senateserviceportal.ucsf.edu/pmap/all.php

Revised
1/13/2022
<table>
<thead>
<tr>
<th>People</th>
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<tbody>
<tr>
<td><strong>HR Shared Services</strong></td>
<td>Academic HR Analyst</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Mentor; Chair; Vice Chair of Appointments &amp; Promotions</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>Vice/Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>• Dentistry – Sunita Mutha</td>
</tr>
<tr>
<td></td>
<td>• Medicine – Renee Binder, Paul Garcia</td>
</tr>
<tr>
<td></td>
<td>• Nursing – Catherine Waters</td>
</tr>
<tr>
<td></td>
<td>• Pharmacy – Robin Corelli</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>Vice Provost, Academic Affairs – Brian Alldredge</td>
</tr>
<tr>
<td></td>
<td>Assistant Vice Provost – Emerald Light</td>
</tr>
</tbody>
</table>
Details all faculty should know

- Series, rank, step
- Salary, covered compensation, sources of $, compensation plan

Responsibilities
- % time research – “protected time”
- % teaching
- % clinical practice
- Service requirements

Support
- Space
- Mentoring
- Equipment, facilities for research
- Administrative/clerical support
- Benefits, parking
UCSF Faculty Appointments

- **Series**
  - 5 - UC is different from most universities

- **Rank**
  - Assistant, Associate, Professor

- **Step**
  - Assistant 1 to 4 (5 and 6 are “special steps”)
  - Associate 1 to 3 (4 and 5 are “special steps”)
  - Professor 1 to 9 and Above Scale
UCSF Faculty Series

- **Academic Senate**
  - Professor – ladder rank – tenure track
  - Professor In Residence
  - Professor of Clinical X

- **Non-Senate**
  - Health Sciences Clinical Professor
  - Adjunct Professor
# Senate and Non-Senate Faculty at UCSF

<table>
<thead>
<tr>
<th></th>
<th>Senate Faculty</th>
<th>Non-Senate Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in shared governance</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Service on campus Academic Senate committees</td>
<td>Yes (except P&amp;T)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vote on academic actions</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Participate in UC-sponsored Mortgage Origination Home Loan Program</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>File grievance with Privilege &amp; Tenure Committee</td>
<td>Yes</td>
<td>No (except dismissal)</td>
</tr>
<tr>
<td>Eligible for Professional Development Leave</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Emeritus upon retirement</td>
<td>“Automatic”</td>
<td>Requires packet &amp; approval</td>
</tr>
</tbody>
</table>
## What is expected?

<table>
<thead>
<tr>
<th></th>
<th>Ladder-rank</th>
<th>In Residence</th>
<th>Clinical X</th>
<th>HS Clinical</th>
<th>Adjunct</th>
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</thead>
<tbody>
<tr>
<td><strong>Teaching/mentoring</strong></td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+*</td>
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<tr>
<td><strong>Research/Creative work</strong></td>
<td>+++</td>
<td>+++</td>
<td>++</td>
<td>+</td>
<td>+++*</td>
</tr>
<tr>
<td><strong>Professional competence</strong></td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+*</td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>++</td>
<td>+*</td>
</tr>
</tbody>
</table>

* One or more areas of review must be +++
## Rules and Privileges

<table>
<thead>
<tr>
<th></th>
<th>Ladder Rank</th>
<th>In Residence</th>
<th>Clinical X</th>
<th>HS Clinical</th>
<th>Adjunct</th>
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</thead>
<tbody>
<tr>
<td>Tenure/length of Appointment</td>
<td>Yes</td>
<td>No/Varies(^1)</td>
<td>No/Yearly</td>
<td>No/Yearly</td>
<td>No/Yearly</td>
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<tr>
<td>Senate member</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Sabbatical/Professional leave</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>Yes(^2)</td>
<td>Yes(^3)</td>
<td>Yes(^3)</td>
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<tr>
<td>Appraisal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No(^4)</td>
<td>No(^4)</td>
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<tr>
<td>8 year rule</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No(^5)</td>
<td>No(^5)</td>
</tr>
<tr>
<td>% time</td>
<td>100(^6)</td>
<td>100(^6)</td>
<td>100(^6)</td>
<td>Any</td>
<td>Any</td>
</tr>
</tbody>
</table>

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1 appointed without end date at Assoc/Prof level, no tenure
2 eligible for professional development leave; 3 may be granted by exception to policy
4 available upon request at Department and/or School level
5 no 8 year rule at UCSF, but applies at other campuses
6 exceptions possible for family needs; departmental approval required
Academic Advancement

Criteria (APM)
- Teaching and mentoring
- Research & other creative activities
- Professional competence
- University & public service

Weighting of Criteria
- Series-dependent
- Department-defined

Promotion expectations in clear terms:
- APM-210 “Review & Appraisal Committees”
Academic Review During COVID-19
Initial Guidance: June 2020

Senate Faculty: Stop-the-Clock
• For Assistant Professors the 8-year clock has been extended to nine years by default (an automatic 1-year extension) without the need to submit any formal request or justification.
• Faculty need not use the additional year if they are ready for promotion prior to the 9th year.

Non-Senate Faculty: Deferment
• At UCSF, non-Senate faculty are not subject to the 8-yr limitation on service at Assistant rank. However, non-Senate faculty may request deferral of academic review.

Fourth-year Appraisals
• May be delayed on request; not automatically deferred
Representing COVID-related Contributions and Challenges in your Academic Review File

• Use the CV to document positive contributions related to COVID
• Use the “Candidate Personal Statement” in Advance to address professional and/or personal challenges and/or positive contributions related to COVID
  • Impact of personal illness or caregiving responsibilities
  • Transition to distance instruction
  • Impact of shelter in place or reduced lab/office occupancy on scholarly/creative activity
  • Increased student mentoring/advising
  • Highlight additional clinical, service, teaching or leadership responsibilities for the institution or community taken on as a result of the pandemic.
Academic Review During COVID-19

ATTENTION: A link to COVID-19 Guidance is available on the My Packet tab for faculty who wish to address any negative impacts or report additional accomplishments related to COVID-19 in their packet.

Brian K Alldredge (UCSF ID: 6200897828)

My academic appointments

Professor of Clinical Pharmacy, Step 8 (Primary 0%)
Clinical Pharmacy

HS Clinical Professor WOS (Joint)
Neurology

What is my next eligible action?

Merit, effective 07/01/23
This action is calculated from your current Series, Rank, and Step.
Academic Review During COVID-19

Uploading a Candidate Personal Statement in Advance

1. Attach PDF Document
2. Select Attachment Type
3. Candidate Personal Statement
4. Upload

COVID-19 Personal Statement and CV Guidance

Questions? Inaccuracies?
Your contact is Betsy Ross, HR Academic.
AdvanceTest@ucsf.edu - (415) 502-2871

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
Office of Academic Affairs and Faculty Development and Advancement

CAMPUS COUNCIL ON FacultyLife
Faculty Development Day
Academic Review During COVID-19
Updated Guidance: August 2021

“Those who are newly-appointed or have demonstrated satisfactory academic productivity during pre-pandemic periods will continue on a similar trajectory during the pandemic and for a subsequent period, approximately 2 to 3 years.”

Guidance to faculty:
• Do not defer academic review without first discussing with Chair and/or Dean’s Office
• Use COVID Personal Statement feature in Advance; detailed personal information need not be revealed
Academic Review During COVID-19
Updated Guidance: August 2021

Guidance to reviewers:

- “Holistic review”
  - Faculty member’s accomplishments considered in context of other (e.g., clinical) responsibilities
  - Broader view of scholarly/creative work
  - Avoid applying “absolute” requirements (teaching scores, # committees, # publications, etc.)

- “Achievement relative to opportunity”
  - Considers the disclosed circumstances, working arrangements or career history and the effect they can have on faculty achievement
  - Quality and impact of performance/achievements are more important than quantity or rate of productivity
Policy Changes for HS Clinical Series

What changed?

- Review criteria for appointment and advancement:
  - APM-278-4: “Health Sciences Clinical professor series faculty engage in scholarly or creative activities which derive from and support their primary responsibilities in clinical teaching and professional and service activities.”
  - The definition of scholarly/creative activities for the HS Clinical series is very broadly defined.

- Current language does not require regional or national reputation
Policy Changes for HS Clinical Series

What types of activities are considered “scholarly or creative” in this series?

- See APM-210-6 – some examples below:
  - Contributions to educational curricula
  - Contributions to community-oriented programs
  - Contributions to administration/supervision of a clinical service or health care facility
  - Contributions to clinical guidelines
  - Contributions to quality improvement programs
  - Contributions to medical or other disciplinary information systems
  - Development of novel mentoring programs
  - Development or oversight of a lecture/seminar series
Contributions to Diversity, Equity & Inclusion

• APM-210-1-d: “…contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements.” (2015 revision)

• EQOP has developed guidance for inclusion of DEI efforts and for writing “Contributions to Diversity” statements; many examples provided
  • This guidance is imbedded into Advance

• Inclusion of Contributions to Diversity statements is highly encouraged; presently, there is no campus-wide requirement
  • Schools of Nursing and Pharmacy require these statements
Guidelines for Accelerated Advancement

- Exceptional performance in one area
  - Prestigious competitive grant beyond expectations
  - Competitive professional service award for national/international service (e.g., to a discipline, to education, or to diversity, equity and inclusion)
  - Sustained level of outstanding achievement
  - Unusual productivity
  - Extraordinary service – administrative, innovative program, 3 year service on major committee (e.g. IACUC / IRB / Admissions [varies by School])

- Meet all other expectations for the proposed advancement

See: https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement/Criteria-for-Advancement-for-Faculty.pdf
Change In Series

• May be appropriate when there are changes in role and responsibilities

• Can be undertaken at any time

• Process:
  – Discussion with Chief and/or Chair
  – Academic packet (Advance)
ADVANCE

Faculty Information System
• A resource for academic career information
• Online tool to facilitate the appointment, merit and promotion process
• Create custom CV’s for other uses
• NIH Biosketch

Goals
• Reduce the time for the review
• Increase transparency of the appointment/advancement process
• Enable search of faculty data

How?  MyAccess.ucsf.edu, Click on Advance

For training:
http://AcademicAffairs.ucsf.edu/Advance/GuidesFaculty.php
Brian K Alldredge  (UCSF ID: 020097620)

Overview  My CV  My Packet  Proxy  For Review

My academic appointments

Professor of Clinical Pharmacy, Step 8  (Primary 0%)
Clinical Pharmacy

HS Clinical Professor WOS  (Joint)
Neurology

What is my next eligible action?

Packets in process.

Questions? Inaccuracies?
Your contact is Jessica Cheng, HR Academic.
Jessica.Cheng@ucsf.edu - (415) 502-4529
Packet tracking page

Brian K Alldredge (UCSF ID: 020097820)

Overview | My CV | My Packet | Proxy | For Review

Where is my packet?

Merit effective 07/01/20

✓ Sent to Candidate for academic review materials (03/22/19)
✓ Sent to HR Shared Services for processing (04/19/19)
✓ Sent for Departmental Review (05/02/19)
✓ Sent to Chair for departmental recommendation (07/22/19)
   □ Sent to HR Shared Services for review
   □ Sent to Candidate for review
   □ Sent to AP Specialty Center (Pre-Dean review)
   □ Sent to Dean for decision
   □ Sent to AP Specialty Center (Post-Dean)

My packet history

<table>
<thead>
<tr>
<th>Action</th>
<th>Series</th>
<th>Rank</th>
<th>Step</th>
<th>Accel/ Decel</th>
<th>Effective Date</th>
<th>Status</th>
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<td>8</td>
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<td>Full</td>
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<td></td>
<td>07/01/02</td>
<td>Approve</td>
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</table>
Your Promotion Packet Contains:

- CV
- Student/peer teaching evaluations; mentee evaluations
- Letters of evaluation ($\geq 3$ internal and $\geq 3$ external)
  - Not required for most merits
- Faculty vote
  - Not required for most merits
- Departmental recommendation letter
Your CV

- Develop a system for recordkeeping - ADVANCE
- Comply with all department deadlines
- Accuracy and clarity are your responsibility
- The importance of your accomplishments should be clear to those outside of your discipline
- Use descriptive summary text sections wisely (e.g., teaching, clinical activities, research, service summaries; contributions to diversity)
- The “Significant Publications” section provides an opportunity to describe your independent contributions
Letters of Reference

- Required for appointment, appraisal, promotion, merit to Prof. Step 6 and Above Scale
- Begin cultivating professional relationships early
- Be strategic in your choices (discuss with mentors, department chair)
- Letters should come from individuals at the academic rank you’re going to, or above
- You may wish to contact prospective letter writers to gauge their willingness to write a supportive letter
- Your department may request more internal and external letters than is required
Committee on Academic Personnel
When does CAP get involved?

- CAP reviews faculty at major events:
  - Appointments above Assistant rank
  - Appraisals
  - Promotion to Associate or Full Professor
  - Change in Series
  - Accelerations (>1 yr and/or consecutive accelerations)
  - Merit advancement to Professor Step VI and to Above Scale
Summary

- Know your series and what is required
- Seek out effective mentors and use them
- Seek collaborators and help when needed
- Be outstanding in teaching, research, professional competence, service
- Meet annually with Division Chief or Chair to review progress
- Seek expert advice in special circumstances
- Use the CV, Candidate Personal Statement and provide input to your Chair (for the departmental letter) so that ‘special circumstances’ are made clear in your dossier
- Be successful!
Pre-submitted Questions

▪ How important are publications to my advancement in the HS Clinical series? (Dr. Hetts)

▪ What are the expectations for committee work for full-time clinical faculty? (Dr. Waters)

▪ I wonder if I’m a good candidate for accelerated advancement. How should I proceed? (Dr. Mutha)
  – How common is it to get an accelerated merit or promotion? (Dr. Corelli)
  – Are there better times than others to request accelerated advancement? (Dr. Binder)
  – Is work in DEI considered for accelerated promotion? (Dr. Waters)
Pre-submitted Questions

- How is the Adjunct series used at UCSF? (Dr. Binder)

- When and how is it most appropriate to consider switching series? (Dr. Hetts)

- Are there resources to help me prepare my CV in Advance (Dr. Mutha)
  - How can I find someone to review my CV before I submit it? (Dr. Corelli)