

ACADEMIC MERIT AND PROMOTIONS PROCESS

School of Medicine Academic Affairs

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Associate Dean, Academic Affairs (Non-Senate)

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Associate Dean, Faculty Development (Non-Senate)

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Associate Dean, Faculty Development (Senate)

Sheila Morris

Executive Director, Academic Affairs

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Assistant Director, Academic Affairs

Academic Series

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- Line (Senate – tenure track)
- In-Residence (Senate)
- Clinical X (Senate)
- Health Sciences Clinical (Non-Senate)
- Adjunct (Non-Senate)
- Volunteer

Academic Personnel Review Overview

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□ Ranks

- Assistant Professor
- Associate Professor
- Professor

□ Steps

- Levels within each rank
- Assistant Professor – Steps I through VI
- Associate Professor – Steps I through V
- Professor – Steps I through IX

*Steps do not apply to Volunteer series

Academic Personnel Review Overview

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- Evaluation cycle occurs regularly for all faculty at preset time points
- Normal time in each Step is as follows:
 - ▣ Assistant Professor all Steps = 2 years each
 - ▣ Associate Professor Steps I through III = 2 years each
 - ▣ Associate Professor Steps IV and V = 3 years each
 - ▣ Professor = 3 years each (generally)

Assistant Professors

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- Reviewed every 2 years for potential merit increase to next step
- Mid-Career Appraisal (MCA) occurs after 3-4 years in the Assistant rank
- Consideration for promotion to Associate rank typically at 6 years
- 8-year time limit/rule for promotion

Academic Personnel Review Overview

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Department Review

Candidate submits information for review

Department makes a recommendation

Department Chair makes an independent recommendation (optional)



Dean Review

Academic Affairs reviews dossier for completeness

Dean's Advisory Committee
Makes a recommendation (if applicable)

Dean

- Decides normal merits that have been delegated to Deans (CAP review waived)
- Makes a recommendation on promotions and non-delegated merits

Campus Review

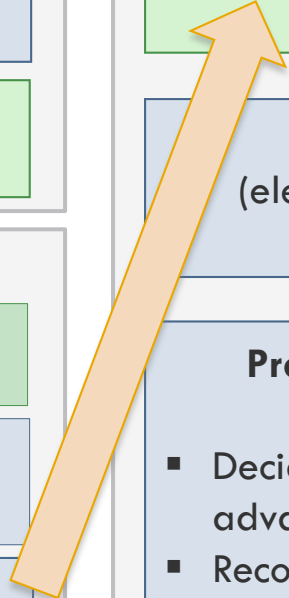
Academic Personnel reviews dossier for completeness

Council on Academic Personnel
(elected by all Academic Senate Faculty)
makes a recommendation

Provost and Executive Vice Chancellor or Vice Provost

- Decides appointments, merits and advancements
- Recommends to Chancellor on promotions and non-reappointments

Chancellor



Materials Requested from Faculty

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- Up to date Curriculum Vitae
- UC AP-10 Addendum Form
- Referee contact information from faculty member (promotions, above scale)
- Reflective Teaching Statement
- Research Statement (if applicable)
- Statement on Contributions to Diversity/Inclusive Excellence (if applicable)

AP Review

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- Use of AP Review is mandatory for ALL actions with a few exceptions
- Faculty Member will be asked to certify their file in AP review (usually more than once – don't be alarmed, it's ok)

2021-22 SOM Timeline

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- Sample timeline
 - ▣ Assume faculty member began July 2020 in a rank/step with 2-year normal timeline
 - ▣ Next action expected to be July 2022
 - ▣ Review period will cover activities through September 2021
 - ▣ Deadlines will occur in October and December 2021
 - ▣ Department internal deadlines are expected to be earlier

Review of Submitted Material

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Careful review of materials/dossier prior to submitting to the Dean's office will help to ensure less of a delay and/or return of the file with a "BACK TO DEPT/SCHOOL" memo



Referee Letters: Solicitation

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- When soliciting letters, the faculty member must nominate letter-writers, and provide names and contact information to the department analyst
- At the same time, the Department Chair prepares his/her own list. Any overlapping names move to the Department List; and are marked on the AP-11 as such

IMPORTANT NOTE: CANDIDATES MUST NOT SOLICIT THEIR OWN LETTERS, CONTACT LETTER-WRITERS, OR PROVIDE THEIR OWN MATERIALS DIRECTLY TO LETTER-WRITERS

UC-AP-10 Addendum

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- Four key areas
 - Teaching/Mentorship
 - Research/Creative/Scholarly Activity
 - Professional Recognition/Activity
 - University/Systemwide Service

Academic Series Evaluation Criteria

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- Line, In-Residence, Adjunct
 - Promotion to Associate Professor rank
 - Regional or national reputation for Research
 - Independent investigator
 - Excellence in Teaching and Professional Activity
 - Appropriate Service
 - Promotion to Professor rank
 - National or international reputation for Research
 - Excellence in Teaching and Professional Activity
 - Highly meritorious Service

Academic Series Evaluation Criteria

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□ Clinical X

■ Promotion to Associate Professor rank

- Local or Regional reputation for Creative/Scholarly Work
- Excellence in Teaching
- Distinguished Clinical Professional Activity
- Appropriate Service

■ Promotion to Professor rank

- Regional or National reputation for Creative/Scholarly Work
- Excellence in Teaching and Professional Activity
- Highly meritorious Service
- May have leadership role(s) in department or hospital

Academic Series Evaluation Criteria

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□ Health Sciences Clinical

■ Promotion to Associate Professor rank

- Local or Regional reputation for Clinical and Teaching activities
- Excellence in Teaching
- Distinguished Clinical Professional Activity, High-Quality Patient Care
- Meritorious Service

■ Promotion to Professor rank

- Regional or National reputation for Clinical and Teaching activities
- Excellence in Teaching and Professional Activity
- Highly meritorious Service
- May have leadership role(s) in department or hospital

Academic Series Evaluation Criteria

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- Teaching
 - ▣ Classroom and laboratories
 - ▣ Ward, operating room, clinic supervision
 - ▣ Grand rounds, continuing medical education
 - ▣ Supervision of graduate students and postdoctoral scholars

 - ▣ More weight given to teaching activities for which **evaluations** are provided
 - ▣ Good teaching is essential for advancement

HINT: Department administrators can provide specific information on teaching evaluation content and format

Academic Series Evaluation Criteria

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- Research and Creative/Scholarly Activity
 - Any basic, clinical, epidemiological, behavioral, or health services research
 - Investigator-initiated, hypothesis-generated/thematic research expected for **Line, In-Residence, and Adjunct** series faculty
 - Case reports, review articles, book chapters, and development of teaching materials are also considered creative activity for **Clinical X** faculty

Academic Series Evaluation Criteria

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- Professional Recognition and Activity
 - ▣ Awards and honors, media coverage
 - ▣ Participation in activities of clinical and/or professional organizations
 - ▣ Membership on editorial boards
 - ▣ Manuscript review
 - ▣ Grant review, NIH study section membership
 - ▣ Invited lectures, presentations at national/international meetings

Academic Series Evaluation Criteria

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- University and Public Service
 - ▣ Department-level, SOM-level, Campus-level, or UC-wide levels of service
 - ▣ Hospital committees
 - ▣ Community service
 - ▣ Department chair, division chief, other leadership roles
 - ▣ Expectation for service progressively increases from Assistant to full Professor ranks

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ADDENDUM
for the review period
October 1, 20____ through September 30, 20____

Name: _____

SECTION I – Previous Applicable Academic Employment

A. UC EMPLOYMENT HISTORY

Period	Title & Rank	Step	Time	Department
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B. OTHER APPLICABLE ACADEMIC EMPLOYMENT

Period	Position/Description
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SECTION II – Teaching Activity during review period

A. COURSES TAUGHT

<u>Qtrr/Year</u>	<u>Course #</u>	<u>Title</u>	<u>Enrollment</u>	<u># Insts</u>	<u>% Taught</u>
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SECTION II – Cont'd

- B. MEDICAL STUDENT TEACHING** – *Note: This section is to be filled out by Clinical Faculty only. General faculty please skip to [Section II, Subsection D](#) to continue.*

Description	# of Students	Date/Date Span	# Hours/Days
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Ward Rounds:

Clinical Teaching:

Lectures (Grand Rounds, Special lectures, etc.):

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C. **GRADUATE TEACHING (Residents, other)** – *Note: This section is to be filled out by Clinical Faculty only. General faculty please skip to [Section II, Subsection D](#) to continue.*

<u>Description</u>	<u># of Students</u>	<u>Date/Date Span</u>	<u># Hours/Days</u>
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Ward Rounds:

Clinical Teaching:

Lectures (Grand Rounds, Special lectures, etc.):

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D. ADDITIONAL ITEMS THAT RELATE TO YOUR TEACHING

1. Doctoral Students Supervised (indicate dates, and whether as chair, co-chair, or committee member)

(a) those who received their Ph.D

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(b) those who advanced to candidacy

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(c) pre-dissertation committees

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(d) other research supervision

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

2. Master's Thesis Students Supervised (indicate whether as chair, co-chair, or committee member)

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

3. Postdoctoral Scholars Supervised

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

4. Undergraduate Student Research Supervision – UROP, honors courses, 199's

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

5. Other Research Supervision

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

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E. TEACHING AWARDS AND SPECIAL PEDAGOGICAL ACTIVITIES

Date(s) *Description*

F. TEACHING INNOVATIONS AND CURRICULUM DEVELOPMENT

Date(s) *Description*

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SECTION III – Research and Creative Activity during review period

A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CONSIDERED IN A PRIOR REVIEW

INTELLECTUAL CONTRIBUTIONS

<u>Category</u>	<u>Publication</u>
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ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

<u>Category</u>	<u>Creative Work</u>
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F. CONTRACTS, GRANTS, FELLOWSHIPS

Previously Submitted	Funding Source	Number or Title	Role [†]	Amount ^{**}	Date Span of Award
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SECTION IV – Professional Recognition and Activity during review period

A. HONORS AND AWARDS

Date(s) *Description*

B. MEMBERSHIPS

Date(s) *Description*

C. PROFESSIONAL ACTIVITY

Invited presentations at educational, governmental institutions (or similar organizations)

Date(s) *Description*

Invited presentations at professional meetings

Date(s) *Description*

Accepted presentations at educational, governmental institutions (or similar organizations)

Date(s) *Description*

Accepted presentations at professional meetings

Date(s) *Description*

Other presentations at professional meetings

Date(s) *Description*

Media Appearances and Interviews

Date(s) *Description*

Professional articles in this period about you or published reviews of your work

Date(s) *Description*

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D. PROFESSIONAL AND PUBLIC SERVICE

Service to Professional Societies / Outside Institutions (board of advisors, session chair, conference organizer, etc.)

Date(s) *Description*

Journal Editor / Membership on Journal Editorial Boards

Date(s) *Description*

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SECTION IV – Cont'd

Reviewer of Manuscripts / Journal Articles

Date(s) *Description*

Standing Member of Review Boards for Funding Agencies

Date(s) *Description*

Ad hoc Service as Referee of Proposals

Date(s) *Description*

Consulting Activities (industry, government; indicate whether paid or *pro bono*)

Date(s) *Description*

Community Service (including activities related to the improvement of elementary and secondary education)

Date(s) *Description*

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SECTION V – University & Systemwide Service during review period

A. UNIVERSITY/SYSTEMWIDE - Academic Senate, Administrative Service; Senate Assembly; MRU, UCOP

<i>Date(s)</i>	<i>Description</i>
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B. CAMPUS - Academic Senate and Administrative Service:

<i>Date(s)</i>	<i>Description</i>
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C. SCHOOL

<i>Date(s)</i>	<i>Description</i>
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D. DEPARTMENT (other than listings in Section I)

<i>Date(s)</i>	<i>Description</i>
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I certify that the information on this Addendum to the Biography form is correct:

Signature

Date

Certification via AP Review serves as a signature

Tips

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- Keep CV up to date as you complete activities and provide contributions
- Review materials for accuracy and appropriateness (review period, level of service, etc.)
- Incorporate an emphasis on diversity and inclusive excellence in contributions you are already making
- Work closely with department analyst and adhere to timelines provided

QUESTIONS

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