Academic Personnel Overview for RMS

Cynthia Lynch Leathers
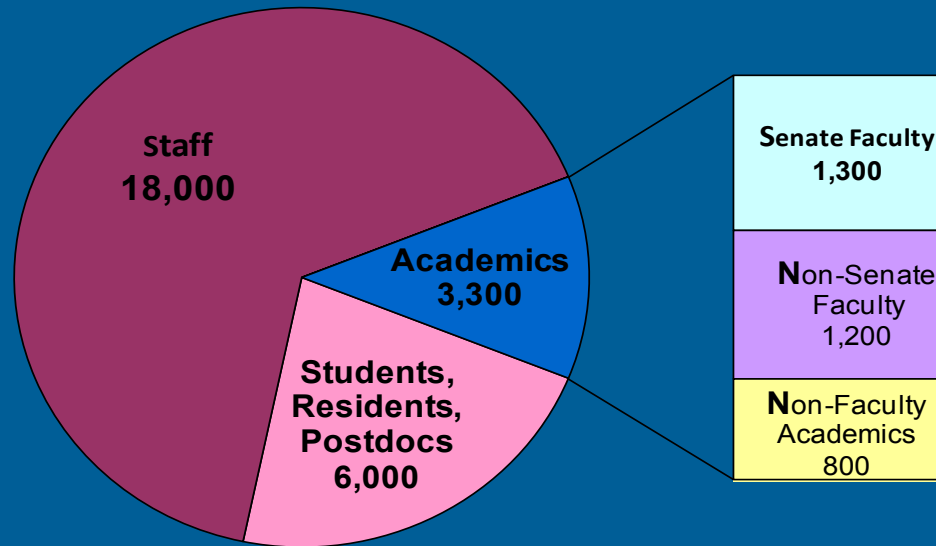
Assistant Vice Provost, Academic Affairs

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Requested Topics

- Academics: "who's in and who's not" regarding various titles (like Specialists)?

- A basic overview of titles / steps / series and how advancement works (merits, promotions).

- Clarification on the Specialist series and the salary scale associated with the Specialist series (vs Prof Res Series)

- From Cynthia's point of view, it would be good to know what academics misunderstand regarding their titles, for example, without salary (WOS) and Emeritus appointments.

- Advancement scenarios

Who are academics?

**UCSF Employees and Students as of October 2012
(numbers rounded to the nearest hundred)**

Pie chart:
- Staff 18,000
- Academics 3,300
- Students, Residents, Postdocs 6,000

Academics breakdown:
- Senate Faculty 1,300
- Non-Senate Faculty 1,200
- Non-Faculty Academics 800

While all faculty are academics, not all academics are faculty!

Academic Appointments: What's in a title?

Academic Titles include:

- **Series**: **term assigned to a group of individuals with a common competency set**
  - e.g., Ladder rank, In Residence, Clinical X, Health Sciences Clinical, Adjunct, Professional Research, Specialist, etc.

- **Rank**: *Level* **of Appointment**
  - e.g., Junior, Instructor, Assistant, Associate, Full

- **Step: level *within* a rank (not included in 'spoken' title)**
  - e.g., Step I, Step II, Step III etc.

Faculty – Who are They?

- Have responsibility for teaching, often in conjunction with conducting research in their departments, ORUs, Interdisciplinary Centers or even on other UC Campuses

- Usually have "Professor" or "Instructor" in title

- Often members of a compensation plan within a department

- Some hold membership in the Academic Senate

Faculty – Which Series?

Four criteria/competencies for faculty appointment and advancement:

- Teaching
- Research/Creative Activity
- Professional Competence
- University/Public Service

Each series has expectations regarding each of these criteria

UCSF Faculty in Each Series (10/12)

Series	# Faculty
Ladder Rank	366
In Residence	498
Clinical "X"	405
HS Clinical	838
Adjunct	390

Ranks within Series
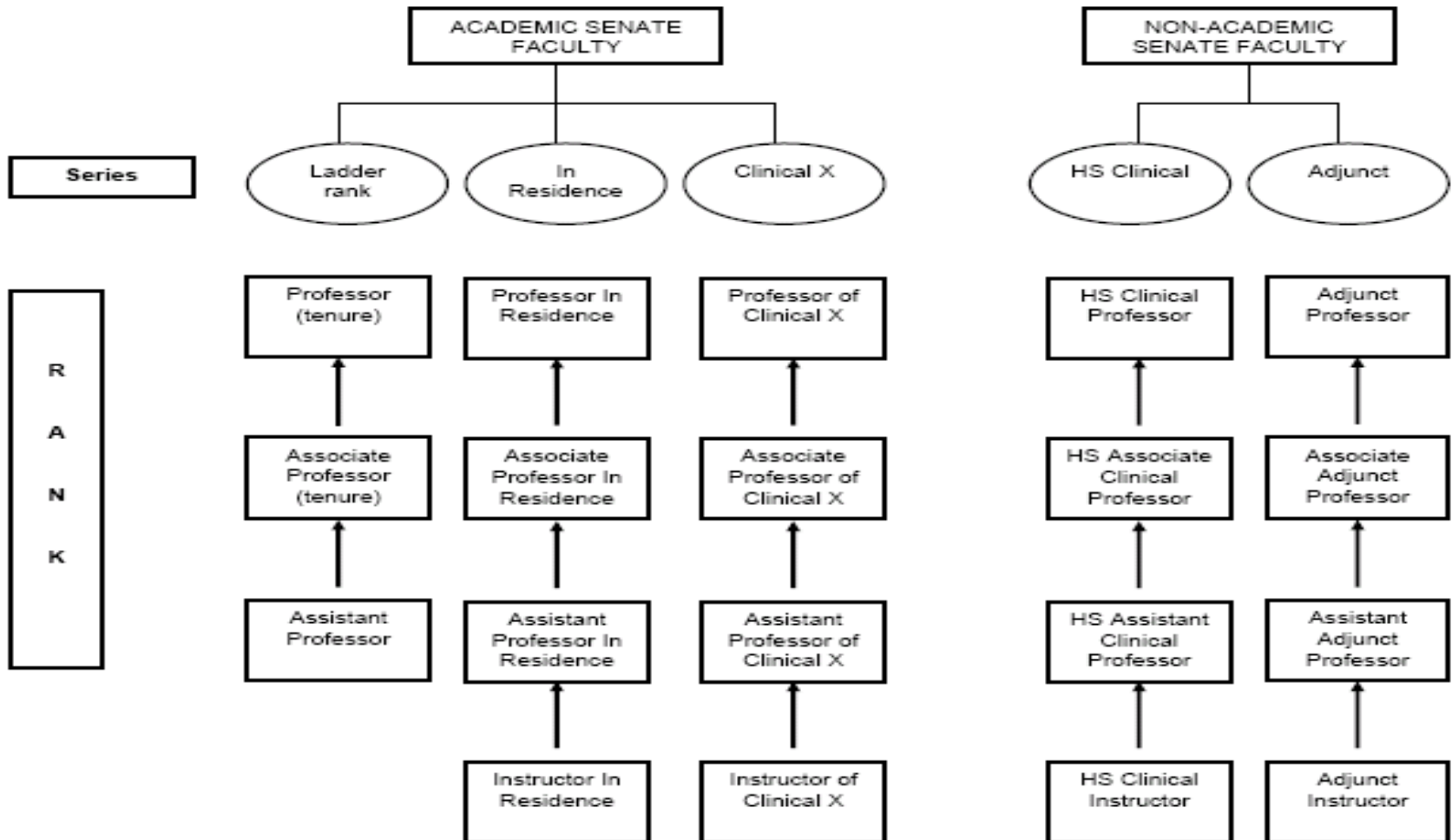
Other Faculty Appointment Types

- Acting (e.g., Acting Assistant Professor)
- Lecturer
- Visiting (e.g., Visiting Assistant Professor)
- Emeritus (e.g., Professor Emeritus)
- Recall (e.g., Professor FY Recalled)
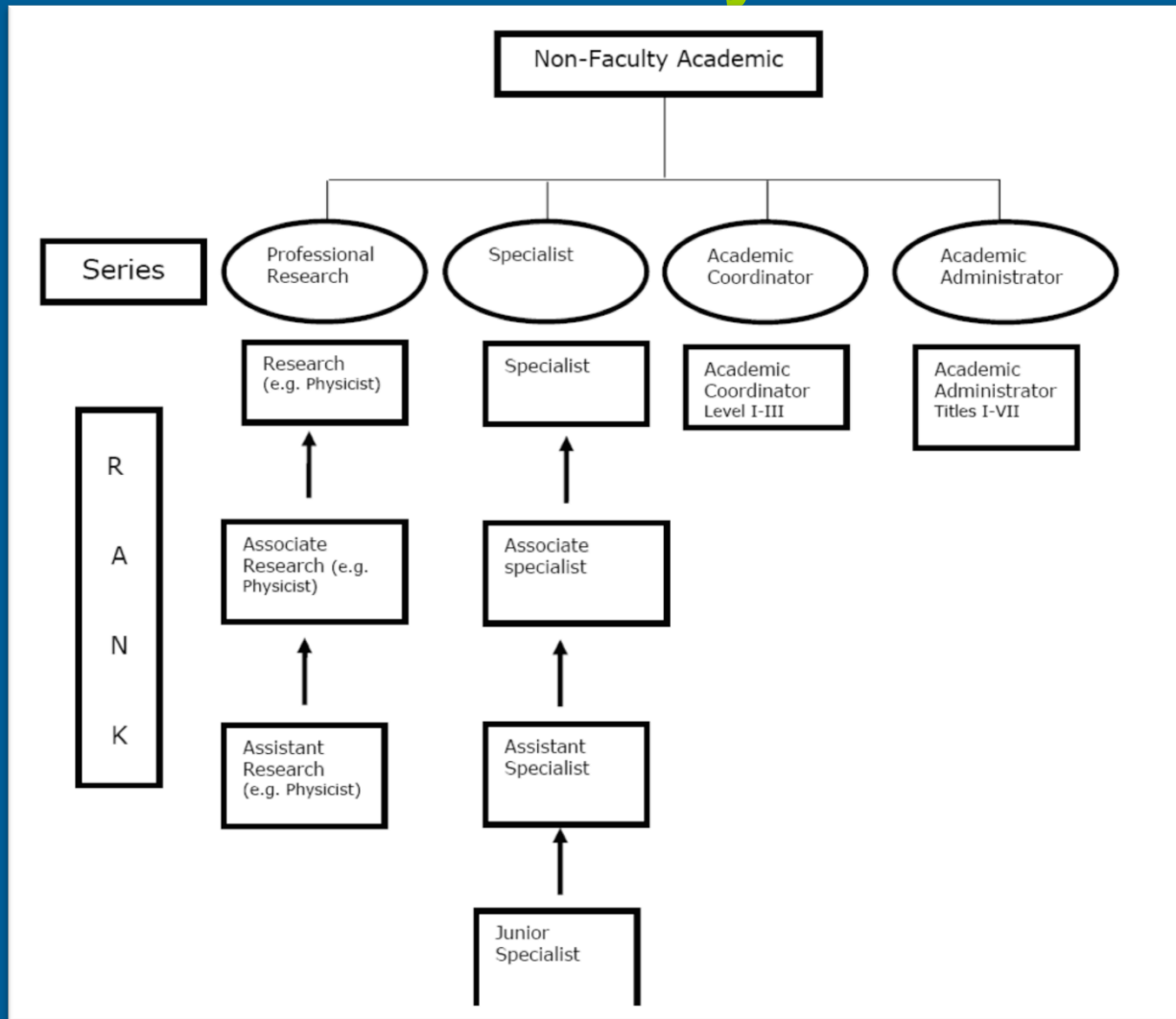
Non Faculty Academics – Who are They?

- Non-faculty academic employees participate in research programs, ORUs or Interdisciplinary Centers & Programs but <u>do not</u> provide teaching, although they may provide training in the laboratory setting

- Non-faculty academics are <u>not</u> members of a compensation plan in a department

- They <u>do not</u> hold membership in the Academic Senate

UCSF Non-Faculty Academics in Each Series (10/12)

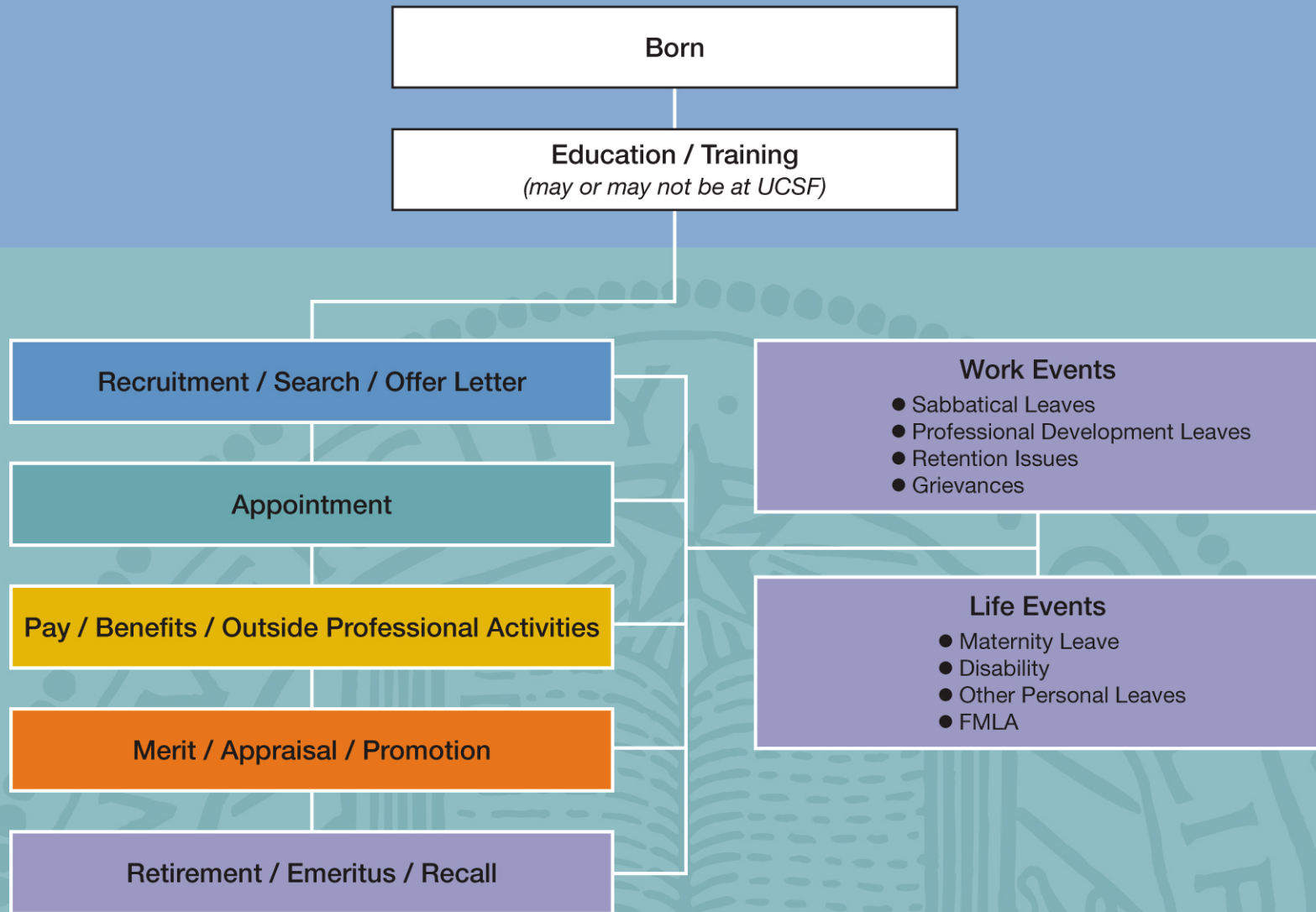| Series	# appointees
Professional Research Series	150
Specialists	604
Academic Administrators	21
Academic Coordinators	56

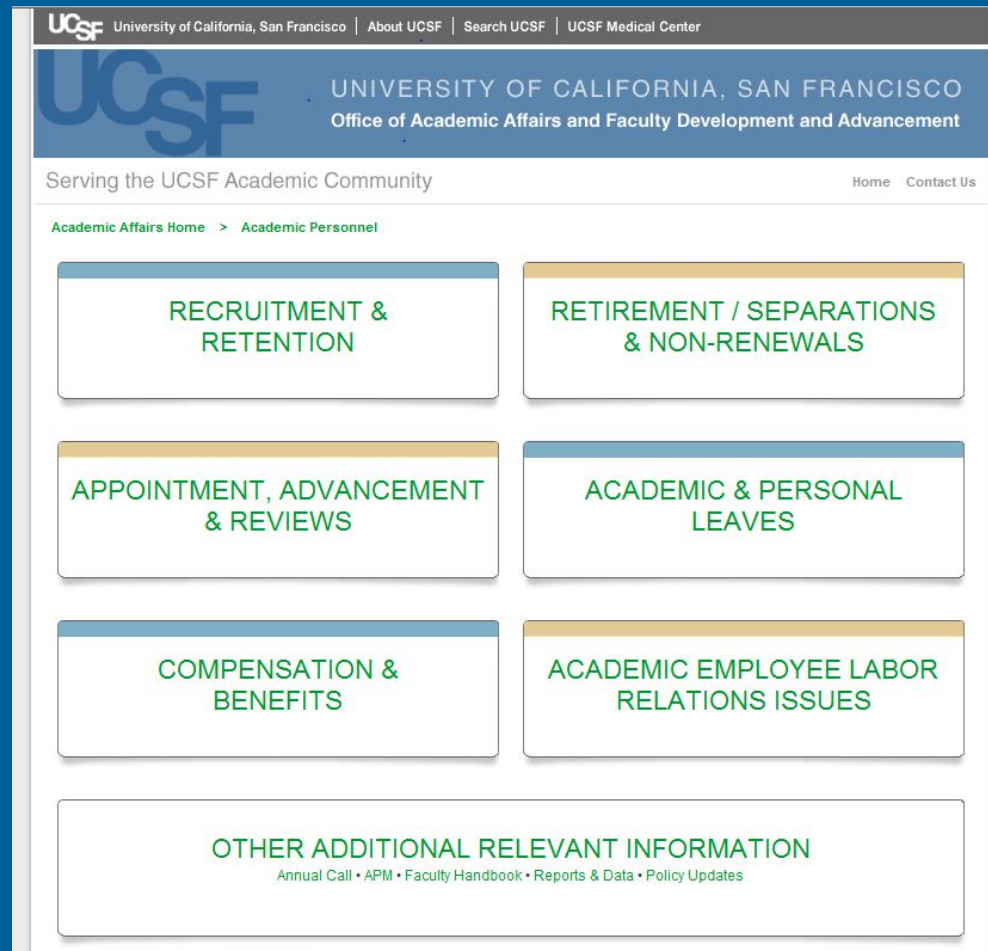# Ranks Within Non-Faculty Academic Series

Other Non-Faculty Academic Series

- Librarian Series

- Project Scientist Series (not used at UCSF)

- Post-Doctoral Appointees, Fellows, Academic Student Employees

Life Cycle of an Academic

Born

Education / Training
(may or may not be at UCSF)

Recruitment / Search / Offer Letter

Appointment

Pay / Benefits / Outside Professional Activities

Merit / Appraisal / Promotion

Retirement / Emeritus / Recall

Work Events
- Sabbatical Leaves
- Professional Development Leaves
- Retention Issues
- Grievances

Life Events
- Maternity Leave
- Disability
- Other Personal Leaves
- FMLA

http://academicaffairs.ucsf.edu/

What are the Types of Advancement?

- Promotion
  - From one Rank to another (i.e. Assistant to Associate)

- Merit
  - From one Step to another (i.e. Step I to Step II)

  * Exception for advancement from Professor Step 5 to Step 6 and Professor 9 to Above Scale in all series (although technically a merit, the checklist criteria is same as promotion)

Criteria for Normal/On-time Advancement: Merit

Normal/On-Time Merit Advancement

- Every 2 years for Assistant rank
- Every 2 years for Associate Rank Step 1-4
- Every 3 years for Associate rank Step 4-5
- Every 3 years at Professor Rank Step 1-9
- At least 4 years at Professor Step 9 before eligible for Above Scale Merit (additional materials required)
- No requirement for further Above Scale Advancement but if considered, must be at least 4 years AND must be exceptional performance (not simply years of service)

Criteria for Normal/On-time Advancement: Promotion

- Instructor to Assistant
  - 2 years (if MD, must be boarded before eligible to advance)

- Assistant to Associate Professor
  - 6, 7 or 8 years at rank (at steps 1, 2, 3, &/or 4)

- Associate Professor to Professor
  - 6 years at rank (at steps 1, 2 and &/or 3)

Criteria for Accelerated Advancement

- What is Accelerated Advancement?
  - Advancing faster – e.g. a 1-year movement to next eligible rank/step OR
  - Advancing further – e.g. advancing 2 steps at once

- Why is it important?
  - Recognition of exceptional faculty performance over a sustained period of time

- How does it happen?
  - Proposed by: any member of faculty, department chair, or candidate him or herself

Possible Advancement Scenario

Assistant		Associate		Professor	
Step 1					Year 1
merit					Year 2
Step 2					Year 3
merit		*During the Fourth Year: Appraisal of Achievement & Promise*			Year 4
Step 3					Year 5
merit	*or promotion to*	**Associate**			Year 6
Step 4		**Step 1**			Year 7
merit		merit			Year 8
Step 5	*laterally promotes to*	**Step 2**			Year 9
		merit			Year 10
		Step 3			Year 11
		merit		**Professor**	Year 12
		Step 4	*or promotion to*	**Step 1**	Year 13
		merit			Year 14
		Step 5	*or promotion to*		Year 15
				Step 2	Year 16
					Year 17
					Year 18
				Step 3	Year 19
					Year 20
					Year 21
				Step 4	Year 22
					Year 23
					Year 24
Faculty may remain at Step 5 indefinitely.				**Step 5**	Year 25
					Possibly
Advancement to Step 6 may occur after a minimum				**Step 6**	Year 28
of three years at Step 5 and involves a full career review.				**Step 7**	Year 31
				Step 8	Year 34
				Step 9	Year 38
					Possibly
				Above Scale	Year 41

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✓ Advancement scenarios

Questions?

This slide deck will be available on the Academic Affairs Website:
http://academicaffairs.ucsf.edu/

APPENDIX

Details on Faculty and Non-Faculty Academic Series

Professor/Ladder Rank Series

- Expected to achieve distinction in all 4 competencies
- Assigned a 1.0 state-funded FTE
- Granted tenure when they reach Associate Professor rank or above
- Eligible for sabbaticals
- Member of the Academic Senate

Titles:

    Assistant Professor of __ (dept)__
    Associate Professor of __ (dept)__
    Professor of __ (dept)___

In Residence Series

- Same expectation as ladder rank: achieve distinction in all 4 competencies
- Do not have an assigned state-funded FTE, but may have salary support from state funds
- At UCSF, have 1-year salary commitment at Assoc/Full Professor rank
- Members of Academic Senate

Titles:

    Assistant Professor of __ (dept)__ In Residence
    Associate Professor of __ (dept)__ In Residence
    Professor of __ (dept)___ In Residence

Clinical "X" Series

- Series established to recognize outstanding clinician-scholars.
- Expected to achieve distinction in teaching/mentoring and "creative activity"
- Must disseminate creative activity for appointment or advancement
- Members of Academic Senate

Titles:
  Assistant Professor of Clinical ___ (X=dept) ___
  Associate Professor of Clinical ___ (X =dept) ___
  Professor of Clinical ___ (X=dept) ___

Health Sciences Clinical Series

- Salaried faculty in health sciences who primarily teach in clinical programs; participate in patient care, and engage in some scholarly activity
- Research and creative work are desirable and encouraged but not required to advance
- *Not* members of the Academic Senate
- Appointments can be full- or part-time, and are subject to annual renewal

Titles:

Health Sciences Assistant Clinical Professor of __(dept)__
Health Sciences Associate Clinical Professor of __(dept)__
Health Sciences Clinical Professor __(dept)___

Adjunct Series

- Requires excellence in at least one, and preferably more than one, of 4 competencies
- Exceptional achievements in one area may compensate for less activity in another area, i.e., a balance in all four categories is not required
- Appointments can be full- or part-time, and are subject to annual renewal
- *Not* members of the academic senate

Titles:

Assistant Adjunct Professor of __(dept)__
Associate Adjunct Professor of __(dept)__
Adjunct Professor __(dept)___

Clinical Professor Series, Volunteer

- community volunteer clinicians
- teach the application of clinical and basic sciences in areas of patient care
- a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried voluntary basis in the areas of teaching, patient care, and clinical research.

Professional Research Series

- Responsibilities include making significant creative and/ or technical contributions to a research activity
- Appointees do not have teaching responsibilities
- Eligible for PI status
- Ability to secure independent funding does not automatically qualify individuals for appointment to this series

Professional Research Series Example

Dr. D's research is in the genetics of cancer and he has been an enormous asset to our research effort to elucidate the molecular mechanisms involved in multiple pathways of colorectal carcinogenesis. He has been an excellent mentor to 4 research fellows, having guided them in a very fruitful research fellowship experience.

Specialist Series

- Narrow focus in specialized area
- Provides technical or specialized expertise in planning and execution of a research project
  - Instrumentation & research equipment
  - Social science research methods
- Terminal degree not required

Specialist Series Examples

- Dr. S is an expert on 3-dimensional fluorescence microscopy; writes computer code to integrate the many motors and instruments to work together; develops code to build user level graphics and advise users so that data collection with biologists is optimal

- Mr. H's responsibilities include conducting ethnographic research including in-depth interviews with local and federal policy-makers, locating and retrieving legislative testimony

Academic Coordinator Series

- Administers academic programs that provide service closely related to teaching or research mission of University
- This service may be provided to
  - academic departments
  - students
  - general public

Academic Coordinator Series Examples

- Ms. D serves as co-director and is responsible for the overall operation of the specimen bank, including fiscal matters

- Mr. G is the program director of ABCD which is a joint venture of Kaiser and the Dept of X to perform research and evaluations on quality improvements in primary care

Academic Administrator Series

- Duties more in administration than in teaching and/or research, although administration may include participation in, as well as overseeing programs involving teaching, research, or academically-based public service
  - **If oversee research program, may/may not engage in research. Engaging in research is desirable, but not implied by appointment**

- As a normal requirement, the appointees should have the terminal or top degree in his/her field

Academic Administrator Series Examples

- Dr. B's responsibilities will be to partner with industry clients to conduct cutting-edge research in the Bioengineering Modeling Program; she will design experiments that make the best use of the instruments, manage budget and cost recovery for instrument-related expenses and perform data analyses

- Dr. C plans, coordinates and implements academic partnerships and professional development programs to support SEP outreach activities. SEP is a nationally-recognized program that support K-12 science education through partnerships between UCSF volunteers and teachers in the SF Unified School District

- Dr. S is the director of the office of research in the School of X; Responsibility is to expand services in response to developments in information technology and program evaluation software as well as HIPAA policies that govern electronic data transfer and storage