CAMPUS COUNCIL ON *Faculty Life*
Faculty Development Day
September 11, 2014

Faculty Review Process: Appointment, Promotion and Tenure

Brian Alldredge, Ann Bolger, Shari Dworkin,
Paul Garcia, Thomas Kearney, Peter Sargent

First Stop –
Academic Affairs Website

http://academicaffairs.ucsf.edu/

Serving the UCSF Academic Community

Popular topics: Advance, Appointment/Advancement, Benefits, Diversity, Faculty Mentoring, UC Benefits, Shared Governance, Handbooks, Problem Resolution, Recruitment

Urgent Issues: Improper Conduct, Office of the Ombuds, Suicide Prevention, Disability Management, Impairment & Addiction, Whistleblower

CCFL: FDD, Mentoring, Wellness Grand Rounds, Faculty Development, Leadership

Academic Information Systems: Advance, AP Recruit

Resources: Researchers, Educators, Clinicians, Leaders

Academic Personnel

Academic Personnel
Links to APM, all policies and forms

Recruitment/Retention, Retirement/Separations, Advancement/Reviews, Leaves, Compensation/Benefits, Academic Employee Labor Relations, Other – Policies, Reports
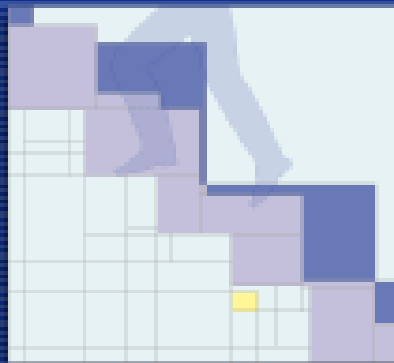
Official Policies

- UCSF

  Policies

  http://academicaffairs.ucsf.edu/academic-personnel/

- UC system

  Academic Personnel Manual (APM)

  http://www.ucop.edu/acadpersonnel/apm/

A Faculty Handbook For Success

Advancement and Promotion at UCSF

http://www.ucsf.edu/senate/facultyhandbook/index.html

People

Department
Mentor, Chair
Service Center
Academic Personnel Analyst
School
Vice/Associate Dean for Academic Affairs
Dentistry – Peter Sargent
Medicine – Elena Fuentes-Afflick, Renee Binder, Paul Garcia
Nursing – Shari Dworkin
Pharmacy – Thomas Kearney
Campus
Vice Provost, Academic Affairs – Brian Alldredge
Asst Vice Provost – Cynthia Lynch Leathers

Details all faculty should know

- Series, rank, step
- Salary, covered compensation, sources of $, compensation plan
- Responsibilities
  - % time research – "protected time"
  - % teaching, % clinical practice
  - Service required
- 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 I to VI
    – Associate I to V
    – Professor I to IX and Above Scale

UCSF Faculty Series (paid)

- **Academic Senate members**
  - Professor – ladder rank – tenure track
  - Professor In Residence
  - Professor of Clinical X
- **Non-Senate**
  - Adjunct Professor
  - Health Sciences Clinical Professor
- (Non-faculty academic)
  - (Research Scientist)

Academic Senate Membership

- Shared governance is real at UCSF
  - Administration and faculty
- Serve on Academic Senate committees
  - APB, P&T, CAP, Research, Fac Welfare, etc
- Vote
- Home loans
- File grievance with P&T
- Professional development leaves

What is expected

	Ladder-rank	In Residence	Clinical X	Adjunct	HS Clinical
Teaching/ mentoring	+++	+++	+++	+*	+++
Research/ Creative work	+++	+++	++	+++*	+
Professional competence	+++	+++	+++	+*	+++
Service	+++	+++	+++	+*	++

* One or more components must be +++

Rules and Privileges

	Ladder-rank	In Residence	Clinical X	Adjunct	HS Clinical
Tenure/length of Appointment	Yes	Varies*	Yearly	Yearly	Yearly
Senate member	Yes	Yes	Yes	No	No
Sabbatical/ Professional leave	Yes	Yes**	Yes**	Yes***	Yes***
Appraisal	Yes	Yes	Yes	On request	On request
8 year rule	Yes	Yes	Yes	No#	No#
% time	100	100	100	Any	Any

* appointed without end date at Assoc/Prof level, no tenure

** professional leave possible ; *** professional leave allowed by exception

no 8 year rule at UCSF, but applies to other campuses

Academic Advancement

Criteria (APM)

- Teaching and mentoring
- Research & other creative activities
- Professional competence
- University & public service

Weighting of Criteria

- Series-dependent
- Department-defined

Evaluating Teaching & Mentoring

Direct Teaching
- Professional students
- Graduate students
- Residents, fellows

Course / Program Administration
Advising and mentoring (including other faculty)
Data sources
- CV (quantity of teaching; type of mentoring)
- Structured evaluations of teaching
- Letters from students, trainees, mentees

Evaluating Research / Creative Work

Productivity

- Original peer-reviewed publications / dissemination
- Progression / trajectory

Independent Contributions

- Authorship (first or senior author)
- Principal investigator
- Collaborative (team science) research contributions
  – essential, creative and unique contributions

Significance

- Funding sources (competitive extramural support)
- Quality of journal publications
- Thematic focus
- Letters of support (credentials of evaluator)

Evaluating Professional Competence

Professional Capabilities
- Peer evaluations
- Trainee assessments
- Board certification / recertification

Invited Presentations / Publications

Editorial / Reviewer Activities

Grant Reviewer

Professional Organization Activities

Honors and Awards

Evaluating Service

University Service

  - Department / Programs
  - School
  - Academic Senate
  - System-wide

Professional Service

  - Professional society or publication service

Community / Public Service
Diversity / Equal Opportunity

Guidelines for accelerated advancement

- Exceptional performance in one area
  - Prestigious competitive grant beyond expectations
  - Competitive professional service award for national/international service
  - Sustained level of outstanding achievement
  - Unusual productivity
  - Extraordinary service – administrative, innovative program, 3 year service on major committee (e.g. IACUC/CHR/Admissions [varies by School])
- Meet all other expectations for action

Academic Personnel Review

Faculty → *cv, reference names* → **Department/Service Center**

ADVANCE

ref letters
teach eval
fac vote
Chair letter

Academic Affairs Vice/Assoc Dean

Dean eval

VPAA ⇄ **CAP**

Recommendation

ad hoc
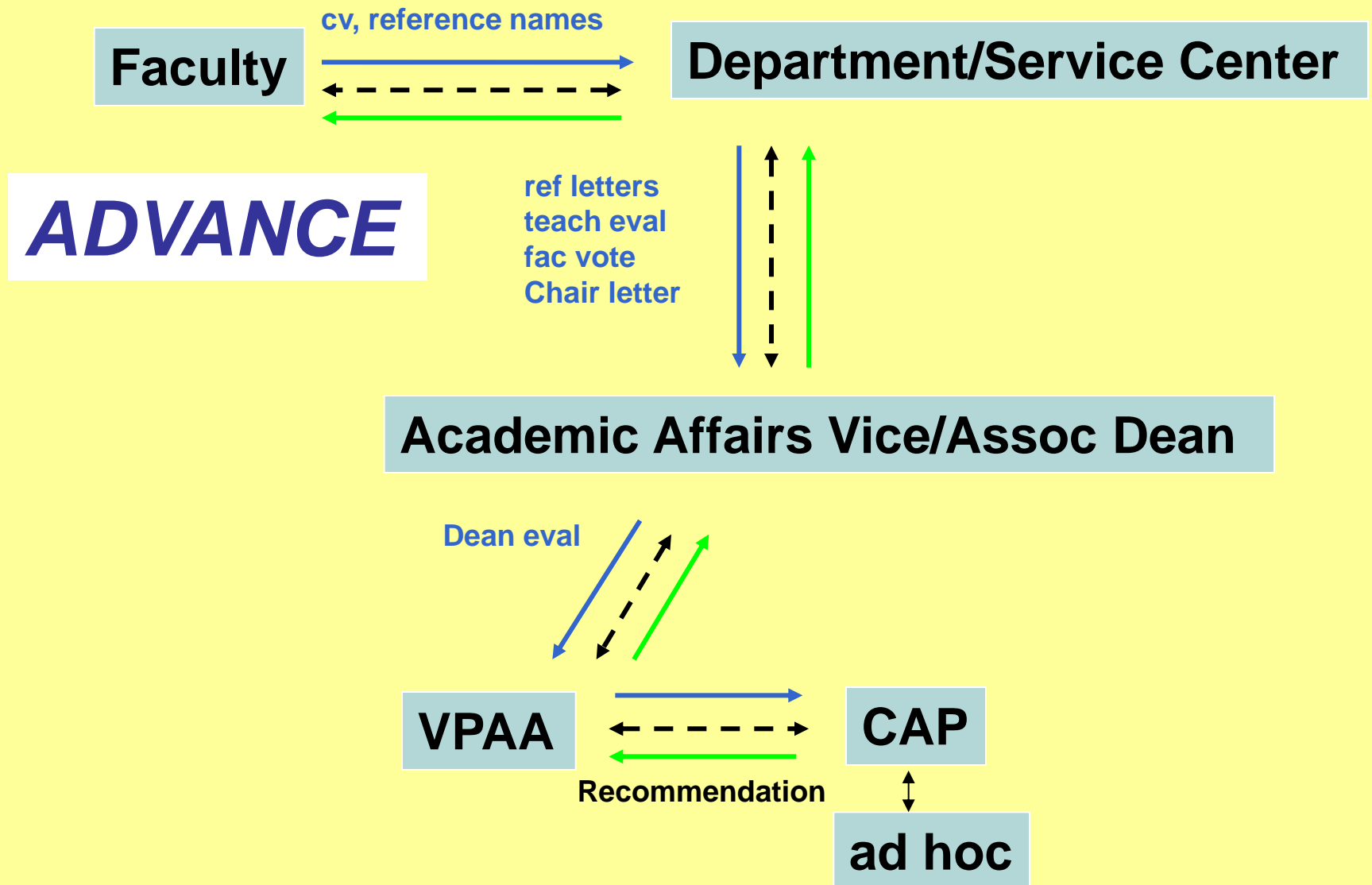
ADVANCE

Faculty Information System
- A resource for academic career information
- Online tool to facilitate the appointment, merit and promotion process
- 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

Overview page

Packet tracking page

The Packet CV

Overview **My CV** **My Packet**

Summary | CV | Referee List | Attachments |

Li Chen   *Promotion*
from HS Associate Clinical Professor, Step 3 ➡ HS Full Clinical Professor, Step 1, Effective 07/01/12, On-time Action

CV copied on Jun 23, 2011 11:06:02 PM   Filtered by [Last 1 Years]   [Last 2 Years]   [Last 3 Years]   [Last 4 Years]   [Last 5 Years]   [All]

GENERAL INFORMATION

Name: **Li Chen**

Position: HS Associate Clinical Professor, Step 3
             Neurological Surgery
             School of Medicine

Address: Box 1705
             University of California, San Francisco
             Voice: 415-476-5555
             Fax: 415-476-0000
             Email   li.chen@ucsf.edu

EDUCATION   [Next][Bottom]

The Referee List

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

CHANCELLOR'S COUNCIL ON *Faculty Life*

FACULTY DEVELOPMENT DAY

Your Promotion Packet Contains:

CV

Student & peer teaching evaluations

Letters of evaluation (≥ 3 internal; ≥ 3 external)

Faculty vote or concurrence

Departmental recommendation letter

Your CV

- Develop a system for recordkeeping - ADVANCE
- Comply with all department deadlines
- Accuracy and clarity are your responsibility
- Use paragraphs (e.g., teaching/research summaries) wisely
- Report percentile scores for grants not funded

Letters of Evaluation

- Begin cultivating professional relationships early
- Be strategic in your choices (discuss with mentors, department chair)
- Letters should come from individuals at higher academic rank
- 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 Who are those guys?

CAP is a multidisciplinary and hard-working group of senior faculty from Senate, Adjunct and Health Science Clinical series

- 9 members from different Academic Senate series and up to 2 faculty members from Adjunct or Health Sciences Clinical series
- Appointed by Academic Senate Committee on Committees for 3 year terms
- Representing different schools, departments and disciplines

Committee on Academic Personnel
When does CAP get involved?

CAP reviews faculty at <u>major events</u>:

- Appointments
- 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

CAP's Responsibility

CAP provides a thorough review of the entire faculty packet, including but not limited to CV, letters, and teaching evaluations

- CAP may request additional information
- CAP may seek review by an ad hoc committee if an action is controversial or more specific expertise is needed

CAP provides a recommendation to the VPAA on whether to approve, disapprove or modify the action

Summary

- Know your series and what is required
- Have good mentors and use them
- Seek collaborators and help when needed
- Be outstanding in teaching, research, professional competence, service
- Be successful!