ACADEMIC MERIT AND PROMOTIONS PROCESS
School of Medicine Academic Affairs

Geoffrey Abbott, PhD    Vice Dean, Basic Research
                        Senior Associate Dean, Academic Personnel

Mohammad Helmy, MD    Associate Dean, Academic Affairs (Non-Senate)
Kyoko Yokomori, PhD    Associate Dean, Academic Affairs (Senate)

Nimisha Parekh, MD    Associate Dean, Faculty Development (Non-Senate)
Brian Cummings, PhD    Associate Dean, Faculty Development (Senate)

Sheila Morris         Executive Director, Academic Affairs
Jami Holland          Assistant Director, Academic Affairs
Academic Series

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

- **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

- 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

- 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

**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

- 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)
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)
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

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

- 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.
Four key areas

- Teaching/Mentorship
- Research/Creative/Scholarly Activity
- Professional Recognition/Activity
- University/Systemwide Service
Academic Series Evaluation Criteria

- **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

- **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

- **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

- **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

- 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
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

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

SECTION I – Previous Applicable Academic Employment

A. **UC EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Period</th>
<th>Title &amp; Rank</th>
<th>Step</th>
<th>Time</th>
<th>Department</th>
</tr>
</thead>
</table>

B. **OTHER APPLICABLE ACADEMIC EMPLOYMENT**

<table>
<thead>
<tr>
<th>Period</th>
<th>Position/Description</th>
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</thead>
</table>
SECTION II – Teaching Activity during review period

A. COURSES TAUGHT

<table>
<thead>
<tr>
<th>Qrtr/Year</th>
<th>Course #</th>
<th>Title</th>
<th>Enrollment</th>
<th># Instrs</th>
<th>% Taught</th>
</tr>
</thead>
</table>


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.

<table>
<thead>
<tr>
<th>Description</th>
<th># of Students</th>
<th>Date/Date Span</th>
<th># Hours/Days</th>
</tr>
</thead>
</table>

Ward Rounds:

Clinical Teaching:

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

<table>
<thead>
<tr>
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<th>Date/Date Span</th>
<th># Hours/Days</th>
</tr>
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</table>

Ward Rounds:

Clinical Teaching:

Lectures (Grand Rounds, Special lectures, etc.):
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
   
<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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   (b) those who advanced to candidacy
   
<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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   (c) pre-dissertation committees
   
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<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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   (d) other research supervision
   
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<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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</table>

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

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<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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</table>

3. Postdoctoral Scholars Supervised

<table>
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<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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</table>

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

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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</table>

5. Other Research Supervision

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Student Name</th>
<th>Role</th>
<th>Department</th>
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</table>
## E. Teaching Awards and Special Pedagogical Activities

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<tr>
<th>Date(s)</th>
<th>Description</th>
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## F. Teaching Innovations and Curriculum Development

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<th>Date(s)</th>
<th>Description</th>
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</table>
SECTION III – Research and Creative Activity during review period

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

**INTELLECTUAL CONTRIBUTIONS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Publication</th>
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**ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Creative Work</th>
</tr>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Previously Submitted</td>
<td>Funding Source</td>
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</tbody>
</table>

**F. CONTRACTS, GRANTS, FELLOWSHIPS**
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
D. PROFESSIONAL AND PUBLIC SERVICE

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

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<th>Date(s)</th>
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Journal Editor / Membership on Journal Editorial Boards

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<th>Date(s)</th>
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SECTION IV – Cont’d

**Reviewer of Manuscripts / Journal Articles**

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<th>Date(s)</th>
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**Standing Member of Review Boards for Funding Agencies**

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<th>Date(s)</th>
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**Ad hoc Service as Referee of Proposals**

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<th>Date(s)</th>
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**Consulting Activities** *(industry, government; indicate whether paid or *pro bono*)

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<th>Date(s)</th>
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**Community Service** *(including activities related to the improvement of elementary and secondary education)*

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<tr>
<th>Date(s)</th>
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SECTION V – University & Systemwide Service during review period

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

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

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<th>Date(s)</th>
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C. SCHOOL

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D. DEPARTMENT (other than listings in Section I)

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<tr>
<th>Date(s)</th>
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UC-AP-10 Addendum

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

- 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