

Presentation on Advancement



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

CHANCELLOR'S COUNCIL ON *Faculty Life*

UCSF Office of Academic Affairs and Faculty
Development and Advancement

Official Policies

- UCSF
Policies

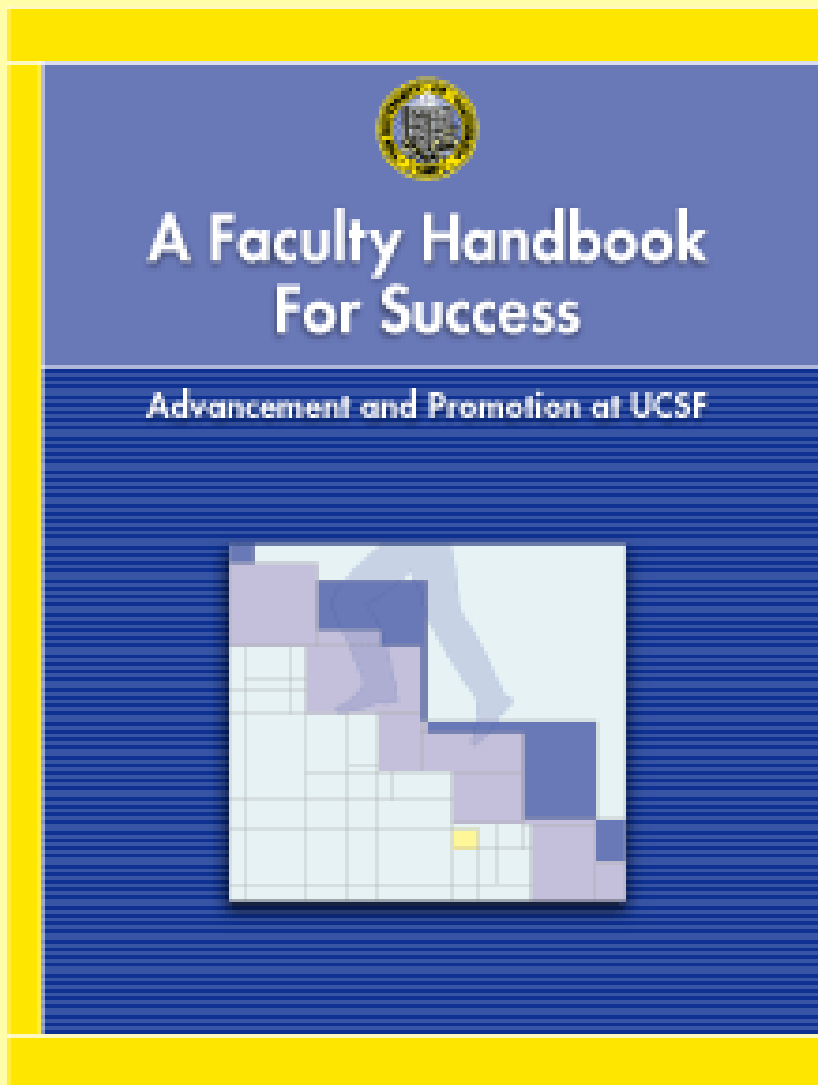
[http://academicaffairs.ucsf.edu/academic-personnel/
appointment-advancement-reviews/](http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/)

- UC system
Academic Personnel Manual
[http://www.ucop.edu/academic-personnel-programs/
academic-personnel-policy/index.html](http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html)



Details all faculty should know

- Series, rank, step
- Salary, covered compensation, sources of \$, comp plan
- Responsibilities
 - % time research – protected time
 - % teaching, % clinical practice
 - Service required
- Support
 - Space
 - Mentoring
 - Equipment, facilities for research
 - Administrative/clerical support
 - Benefits, parking



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



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

CHANCELLOR'S COUNCIL ON *Faculty Life*

FACULTY DEVELOPMENT DAY

Details all faculty should know

- Where to find important information other than myself or your Chair
- <http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/>
- Here you can find: the APM (Academic Personnel Manual), the Criteria for Advancement, How to evaluate contributions to diversity, Departmental voting rights and more

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
 - 21 total levels

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)

What is expected?

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

* One or more components must be +++

What is merit advancement?

- Merit is not a cost-of-living adjustment
- Merit is not a promotion from one rank to another
- Merit is academic advancement within the step system
 - Assistant and Associate – every 2 years
 - Professor – every 3 years
- What is expected?

What is expected?

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

* One or more components must be +++

What is acceleration?

- Exceptional performance in one area
 - Prestigious competitive grant
 - Professional service award
 - Sustained level of outstanding achievement
 - Unusual productivity
 - Extraordinary service – administrative, innovative program, 3 year service on major committee (e.g. IACUC/CHR)
- Meet all other expectations for action
- Retention strategy

Types of acceleration

- Acceleration in time
 - Assistant and Associate – after 1 year
 - 2 years work in one year
 - Professor – after 2 years
 - 3 years work in 2 years
- Acceleration in step
 - Associate Professor II to IV
 - 4 years work in 2 years
 - Professor II to IV
 - 6 years work in 3 years

How Can Advance Help Me?

- Does Advance help me to be proactive about my merit and promotion trajectories?
- YES!

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 a search of faculty data

How?

[Myaccess.ucsf.edu](http://myaccess.ucsf.edu)

Click on Advance



MyAccess

Single Sign-On Login

MyAccess ID (sfnnnnnn):

Password:

☒ Remember me

Login

[Get MyAccess](#)

[Forgot MyAccess ID?](#)

[Forgot Password?](#)

[MyAccount](#)

- Please remember to log out if you are on a public or shared computer.
- Only enter your MyAccess ID and Password if the URL for this site reads **dp.ucsf.edu**.
- Customer Support: Please see **ITS Customer Support** information at the bottom of the page.
- Access to this system is governed by UC Policy.
- For more information about MyAccess and Single Sign-On, please see [MyAccess Overview](#).

[About MyAccess](#)

[MyAccount](#)

[Sign Out](#)

MyAccess

[Favorites](#)


All Apps

Categories

Search

	App Name	Description
★	Advance	Academic Appointment and Advancement
☆	ART System (Application, Review & Tracking)	Online Application Review & Tracking System (brought by reviewers.
☆	At Your Service Online	UCOP AYSO Benefits - Please visit Opt-In Document (http://its.ucsf.edu/idm/myaccess/help/ayso_instructions)
☆	Auto Access	Account provisioning / Self-serve Access Administration

Overview page

 University of California, San Francisco | [About UCSF](#) | [Search UCSF](#) | [UCSF Medical Center](#)

Advance Faculty Information System John H Smith [Administration](#) [Help](#) [Logout](#)

John H. Smith

(UCSF ID: 023334455)

[Overview](#) [Salary](#) [Packet tracking](#)

My academic appointments

HS Associate Clinical Professor, Step 3 (Primary, 100%)
Department of Neurological Surgery

HS Associate Clinical Professor WOS (Joint)
Cancer Research Institute

HS Associate Clinical Professor WOS (Joint)
Proctor Foundation

Questions? Inaccuracies?

Your contact is **Rick Martin**, Associate Department Administrator, Department of Neurological Surgery.
rick.martin@ucsf.edu - (415) 789-1234 extension 302


What is my next eligible action?

Merit, effective 7/1/12

This action is calculated from your current Series, Rank, and Step, and may be superseded by a current action described on the Packet tracking page.



Packet tracking page

 University of California, San Francisco | [About UCSF](#) | [Search UCSF](#) | [UCSF Medical Center](#)

Advance Faculty Information System John H Smith [Administration](#) [Help](#) [Logout](#)

John H. Smith (UCSF ID: 023334455)
[Overview](#) [Salary](#) **[Packet tracking](#)**

Where is my packet?

Promotion, effective 7/1/09
☒ Received by Dean's office (9/3/08)
☐ **Received by VPAA** (in progress)
☐ VPAA Decision

My packet history

Action	Effective date	Status
Merit	7/1/06	Approved
Promotion	7/1/03	Approved
Promotion	7/1/02	Modify

Questions? Inaccuracies?
Your contact is **Rick Martin**, Associate Department Administrator, Department of Neurological Surgery.
rick.martin@ucsf.edu - (415) 789-1234 extension 302

TIPS for a Successful Merit

- Know the UC policies and procedures
- Check your progress in Advance
- Know the policies and procedures within your academic department
 - Department faculty members have the ability to establish specific departmental criteria
 - These criteria need to be sent to CAP

Academic Advancement

Criteria

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

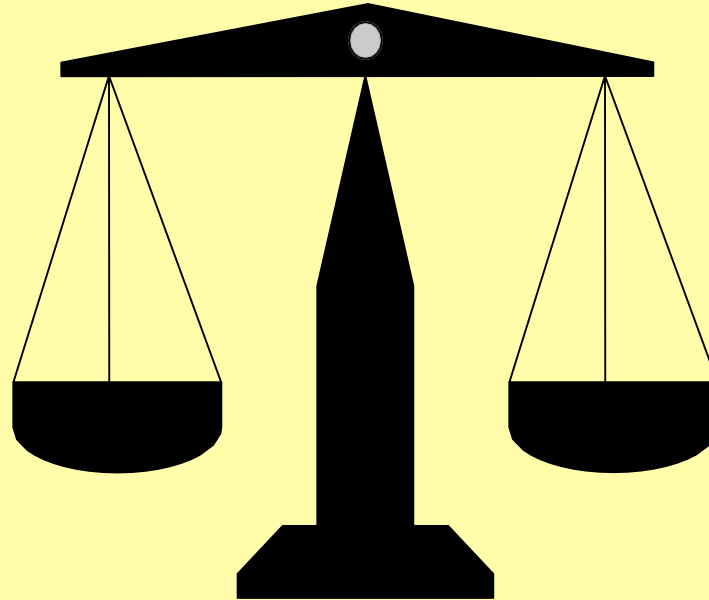
Weighting of Criteria

- Series-dependent
- Department-defined

Accelerations are possible

- Major grant or award
- Significant new duties

LADDER RANK and IN-RESIDENCE SERIES



Contribute with distinction in

- Teaching**
- Research**
- Professional competence (clinical if applicable)**
- Service (University, professional, public)**

Evaluation of Teaching

Direct Teaching

- Professional students
- Graduate students
- Residents, fellows

Course / Program Administration

Advising and mentoring (including other faculty)

Data sources

- CV (quantity of teaching)
- Structured evaluations of teaching
- Letters

Evaluating Research

Productivity

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

Independent Contributions

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

Significance

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

Evaluating Professional Competence

Professional Capabilities

- Peer evaluations
- Trainee assessments
- Board certification / recertification

Invited Presentations / Publications

Editorial / Reviewer Activities

Grants Review

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

CLINICAL X SERIES



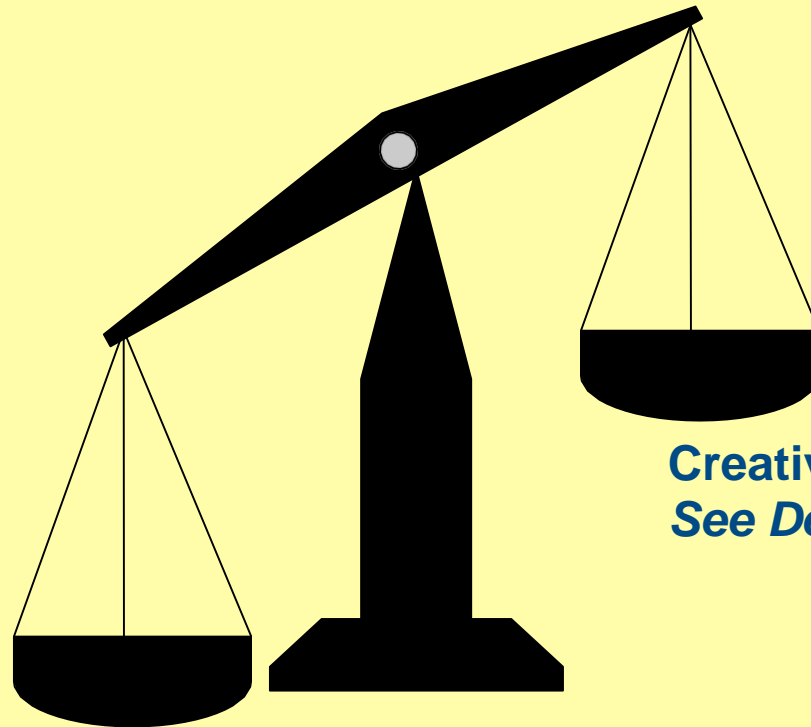
Creative Work in Clinical X Series

APM 210-2 (3)

“An appointee is expected to participate in investigation in basic, applied, or clinical sciences. In order to be appointed or promoted to the Associate or full Professor rank, an appointee shall have made a significant contribution to knowledge or practice in the field. The appointee’s creative work **shall have been disseminated**, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice which have been adopted elsewhere.”



HEALTH SCIENCES CLINICAL SERIES



Outstanding

- **Clinical competence**
- **Teaching**
- **Service**

Creative activity “encouraged”
See Departmental Guidelines

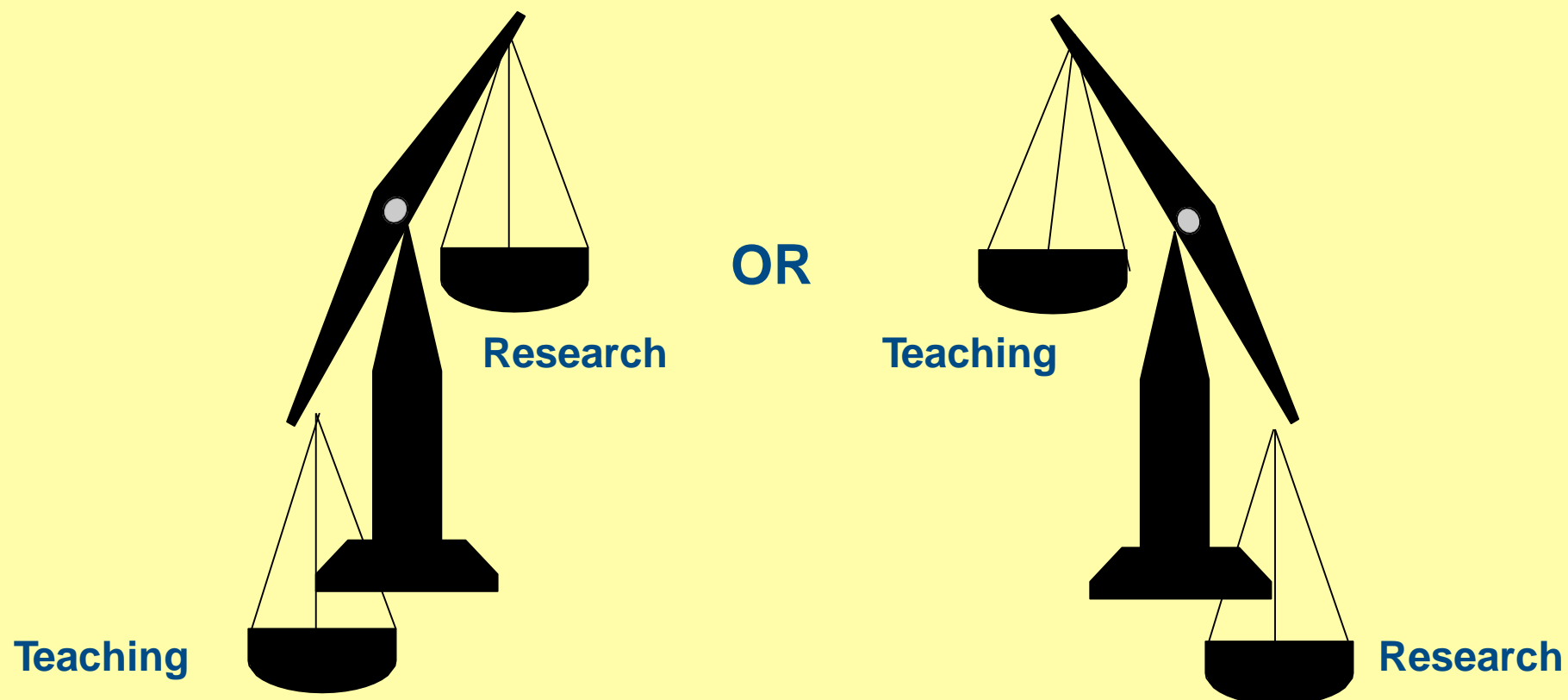


UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
Office of Academic Affairs and Faculty Development and Advancement

CHANCELLOR'S COUNCIL ON *Faculty Life*

FACULTY DEVELOPMENT DAY

ADJUNCT SERIES



When does CAP get involved?

Appointments

Appraisals

Promotions

Professor Step V to VI

Above Scale



When does CAP get involved?

- 5 Year reviews
- Career reviews
- Merit reviews
 - When a disagreement occurs
 - Faculty have the right to have an on time review

Summary

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