UCR SCHOOL OF MEDICINE
APPOINTMENT AND ADVANCEMENT GUIDELINES
CLINICAL FACULTY (TITLE CODES 2077, 2057, 2037, 2017)

Appointees in the Title code series 2077, 2057, 2037 and 2017 are community clinicians who teach the application of clinical and basic sciences in areas of patient care. These appointments constitute a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried basis in the areas of teaching, patient care, and clinical research (APM 279-0).

SERVICE REQUIREMENTS:
The UCR School of Medicine requires a minimum of 30 hours averaged over a two-year period, of teaching per year for appointment at any rank in the clinical faculty series. At the request of the Chair, exceptional service may be substituted for some, but not all of the teaching requirements.

REVIEW PROCEDURE:
The Chairs of each medical specialty will propose clinical faculty members for appointment, reappointment, or advancement.

Dossiers (appointment form, CV, and *Attestation forms) of candidates being proposed for appointment will be reviewed by the Clinical Faculty Appointments and Advancements Committee (CFAAC). Updated CVs are optional for reappointment and promotion files.

*The Attestation Form is only required for faculty who are not affiliated with UC Health or entities affiliated with a UC campus. The office of Academic Affairs will be requesting the faculty member to complete the form prior to the submission of the appointment, reappointment and/or promotion file to the Academic Affairs office as follows:

- The Attestation form is required for appointments of all community based clinical faculty who hold positions in private clinics or institutions not considered UC or UC Affiliated.

- The form is not required of faculty who hold a position at UC Health or UC Affiliated health providers, as they will have been credentialed through the medical staff office.

- The Attestation Form is also required of those who are teaching in a non-clinical setting. However, liability insurance is not required for faculty who are teaching in a non-clinical setting and this information is included in the form. In addition, retired physicians who are teaching in a non-clinical setting and did not renew their board certification would not require liability insurance, but will need to complete this form for the record.

The CFAAC will review each dossier for appointment, reappointment and advancement of clinical faculty to the Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor and Full Clinical Professor levels. The CFAAC will review files in batches of ten or more. The CFAAC's final recommendations will be forwarded to the Faculty Executive Committee (FEC) as an Excel document on a quarterly basis for reporting purposes.

The Dean or his/her designee will review each dossier and the CFAAC's recommendation and make the final decision to appoint, reappoint or advance.

Non-Physicians: may be appointed in the clinical faculty series (i.e., psychologist) however; they should possess the recognized terminal (most advanced) degree in the field, a state license to practice in the field,

and certification or registration by a national society when available. Service requirements are the same as those for physicians.

TYPES OF APPOINTMENTS, TITLES AND RANKS IN THE CLINICAL FACULTY SERIES (APM 279-8)
  (1) Clinical Instructor
  (2) Assistant Clinical Professor
  (3) Associate Clinical Professor
  (4) Full Clinical Professor

Criteria for Appointment, Reappointment and Advancement:
Clinical Instructor: Appointment: This level is to be used for fellows in training or recent graduates with no fellowship or teaching experience. Candidate is not board certified but has graduated from an approved residency. Health care professionals with less than a doctorate degree in their field and an active state license will be appointed to the Clinical Instructor level.

Assistant Clinical Professor: Initial Appointment: Minimum qualifications of MD/DO/PhD. Proposed faculty in this series should be ABMS or AOA certified. Written justification will be required from the proposing UCR faculty chair or designee. Completed residency and is board certified. Two years of teaching preferred. Teaching experience acquired during fellowship training may be counted. Advancement to the rank of Associate Clinical Professor should only occur after a minimum of ten years' service at the Assistant level, unless a strong justification and supportive teaching evaluations are provided. Reappointment/Advancement: Chair's recommendation letter and teaching evaluations are required.

Associate Clinical Professor: Initial Appointment or Advancement: Minimum qualifications of MD/DO/PhD. Proposed faculty in this series should be ABMS or AOA certified in this rank but may be waived in exceptional cases where teaching experience, publications, and special qualities warrant appointment/advancement to this rank. Consideration given to current rank at comparable institutions. For exceptions, written justification will be required from the proposing UCR faculty chair or designee. Advancement to the rank of Clinical Professor normally should occur after a minimum of ten years of service at the Associate Clinical Professor level, unless a strong justification and supportive teaching evaluations are provided. Reappointments/Advancement: Chair's recommendation letter and teaching evaluations are required.

Full Clinical Professor: Initial Appointment or Advancement: Minimum qualification of MD/DO/PhD. Proposed faculty in this series should be ABMS or AOA certified, and have notable teaching experience of a minimum of 10 years which may occur at other institutions. Although not required, other special qualities including publications, administration and national reputation will be considered. Consideration also given to current rank at comparable institutions. Two letters are required for Advancement to Full Clinical Professor and recommenders must be at the Associate Professor level or above. Reappointment: Chair's recommendation and teaching evaluations are required.

Terms of Service:
The initial appointment in this series shall have a specified end date and may be for a maximum term of five years. Subsequent reappointments may have maximum terms of five years. There is no limit on the number of times an appointment may be renewed or the number of years spent in each rank. Appointee shall be advised by letter of appointment, reappointment, and advancement. Series does not carry a step.

After the initial appointment, there shall be at least a minimal review prior to reappointment that includes evaluation of clinical expertise (APM 279-17). Such evaluation must include a written evaluation from

the chair or designee of clinical competence. After that review, each appointee shall be reviewed at least every five years.

Requirements/Steps for Appointment:
1. Appointment Summary Form, current curriculum vitae and Attestation Form (only for community based clinical faculty who hold positions in private clinics or institutions not considered UC or UC Affiliated) are submitted to Academic Affairs
2. Academic Affairs will verify proof of licensure and board certification
3. If while verifying licensure a disciplinary issue is noted, proposed appointment is returned to Chair for reconsideration
4. Academic Affairs finalizes the completion of the candidate's file, uploads and submits for VCAAC review and approval
5. Turnaround time for approval: 1-2 weeks after being submitted to CFAAC

Appeal Process:
If a Chair's proposal for any appointment or advancement is not recommended by the CFAAC, the Chair may appeal to the Dean or his designee for reconsideration; additional documentation in support of the proposed advancement may need to be provided.

Confidentiality:
The UCR SOM CFAAC fully supports and complies with University standards of confidentiality.

Adopted by the Clinical Faculty Appointment and Advancement Committee on 10/3/17

Approved by Iryna Ethell, Associate Dean, Academic Affairs   10/3/17