



*Iryna Ethell, Ph.D.*  
Professor of Biomedical Sciences  
Associate Dean for Academic Affairs  
School of Medicine  
University of California, Riverside

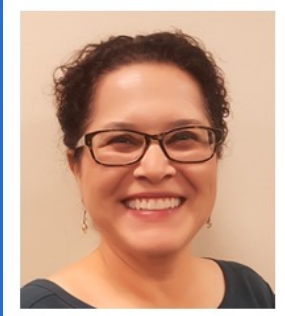
# ACADEMIC APPOINTMENTS & ADVANCEMENTS

# The Office of Academic Affairs

- Faculty Recruitments
- Appointments
  - Academic Portfolio
- Merit and Promotions
  - Evaluation Criteria (clinical performance, teaching, research/scholarly activity, university/professional service)
- Faculty Professional Development and Retention

The office works in partnership with the UC Office of Academic Affairs, the UCR Office of Academic Personnel, and UCR School of Medicine administration. OAA is located at the UC Intellicenter Building.

# Academic Affairs Team



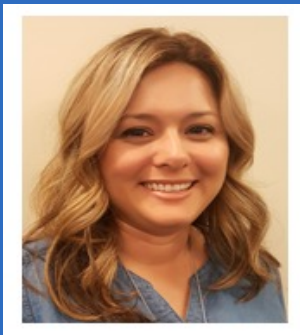
Senior Academic  
Affairs Analyst  
Teresa (Terri)  
Buchanan



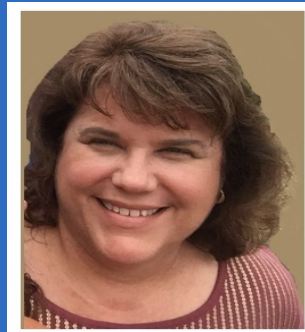
Senior Academic  
Affairs Analyst  
Wydette Morales



Associate Dean,  
Academic Affairs  
Iryna Ethell, Ph.D.



Academic Affairs  
Analyst  
Brenda Carrion



Senior Academic  
Affairs Analyst  
Sherry Gonzalez



Executive Assistant  
Andrea Morales

# Academic Affairs Goals and Objectives

- **To ensure a timely and smooth transition of new faculty**
  - New faculty orientation
  - On boarding of new faculty
- **To promote faculty professional development**
  - Dinner/lunch workshop series
  - Departmental meetings
- **To facilitate mentoring and training of Assistant Professors**
  - Stanford Faculty Development workshops (Dr. Alina Popa)
  - Meet and Greet meetings with junior faculty
- **To ensure timely faculty advancements through merits and promotions**
  - Development of on-line DocuVoter and e-File Plus system
  - Implementation of new flowcharts

# Faculty Professional Development Workshops

## Dinner & Workshop Series

6:00 pm to 8:00 pm  
UC Path Building

Academic Appointments and Advancements

*Iryna Ethell, Ph.D.*

Innovative Teaching Technology

*Chris Miller and Wes Lockhart*

Creating an Inclusive Working Environment

*Kathy Barton*

Zoom, iLearn and Panapto,  
Using Technology Tools in Teaching and Research

*Omar Casillas*

Teaching Professionalism

*Kimberly Tustison, M.D.*

Navigating NIH Programs for Clinical Faculty

*Howard Moss, M.D.*

## Stanford Junior Faculty Development Series

2:00-4:00 pm

*Alina Popa, M.D.*

Learning Climate

Control of teaching session

Communication of goals

Promotion of Understanding and Retention

Evaluation

Feedback

Self-directed learning

<http://medschoolfacdev.ucr.edu/workshops.html>

# Faculty Professional Development Workshops



- **Lunch & Workshop: Teaching when Time is Tight: One-Minute Preceptor Plus**

Larry Loo, M.D.

**Locations:**

Citrus Tower

Desert Regional Medical Center

# Junior Faculty Mentoring Program?



# Welcome to Academic Personnel Recruit

AP Recruit is a part of the Academic Personnel Systems for the University of California, Riverside



## Applicants

Apply for an academic position at UC Riverside or manage your existing applications

## References

Submit a requested letter of reference on behalf of an applicant

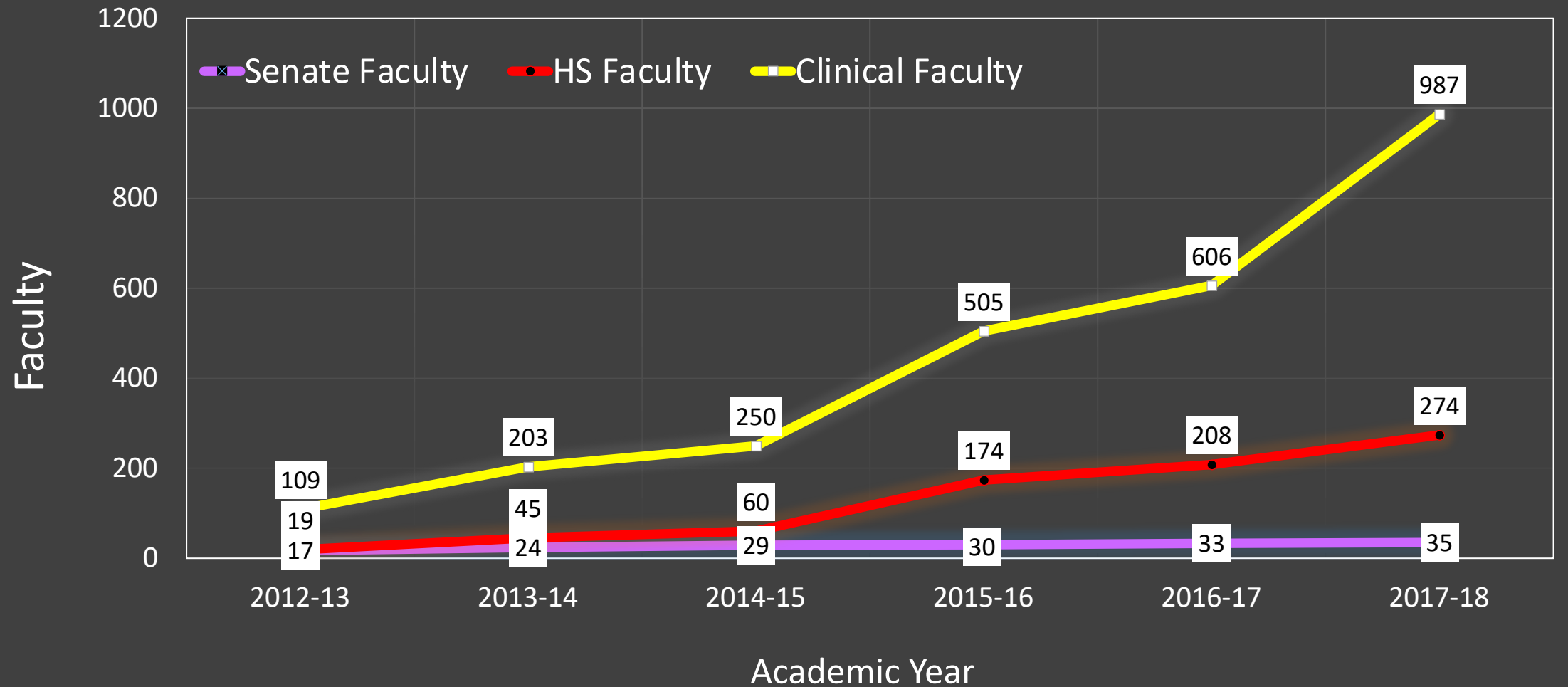
## UC Riverside Faculty & Administrators

View and manage positions and applications

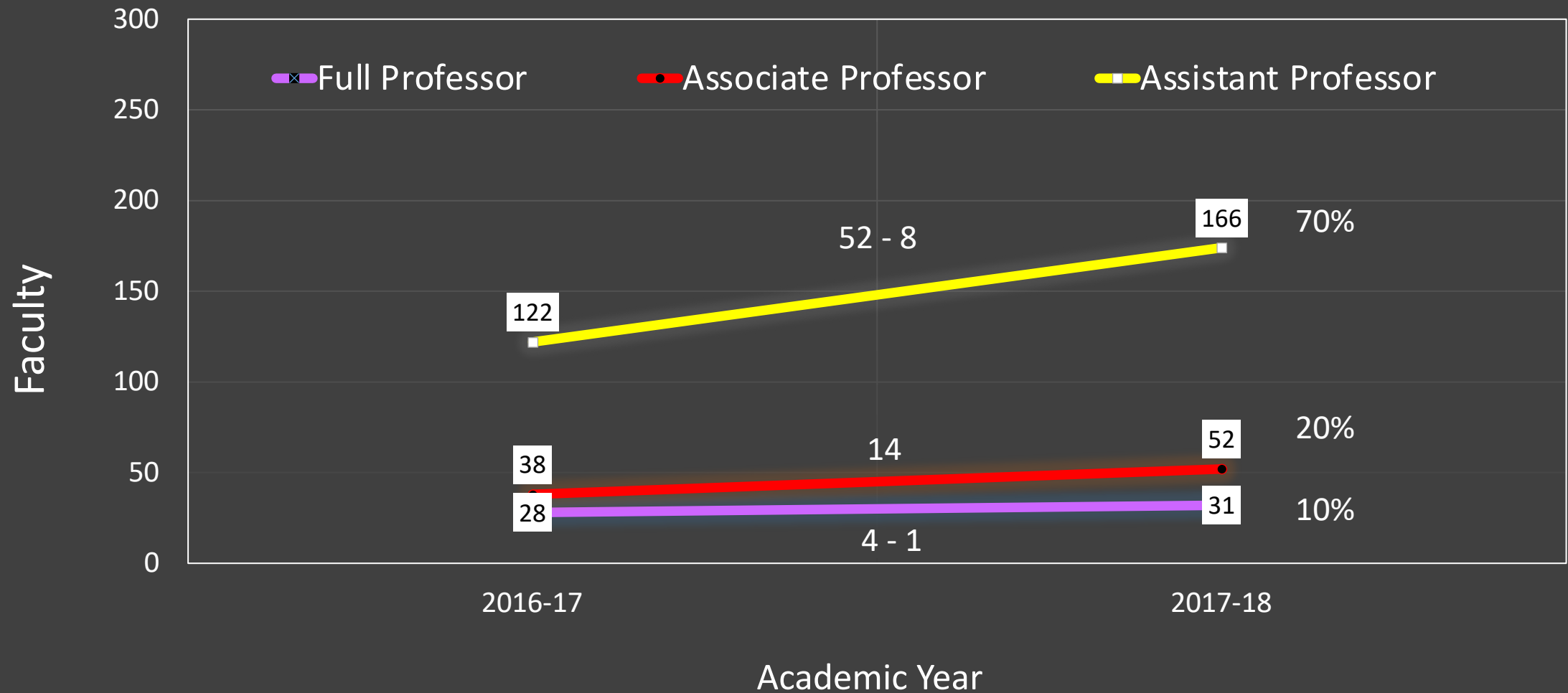
Need help? Visit the [help documentation](#) ›



# SOM Faculty Growth

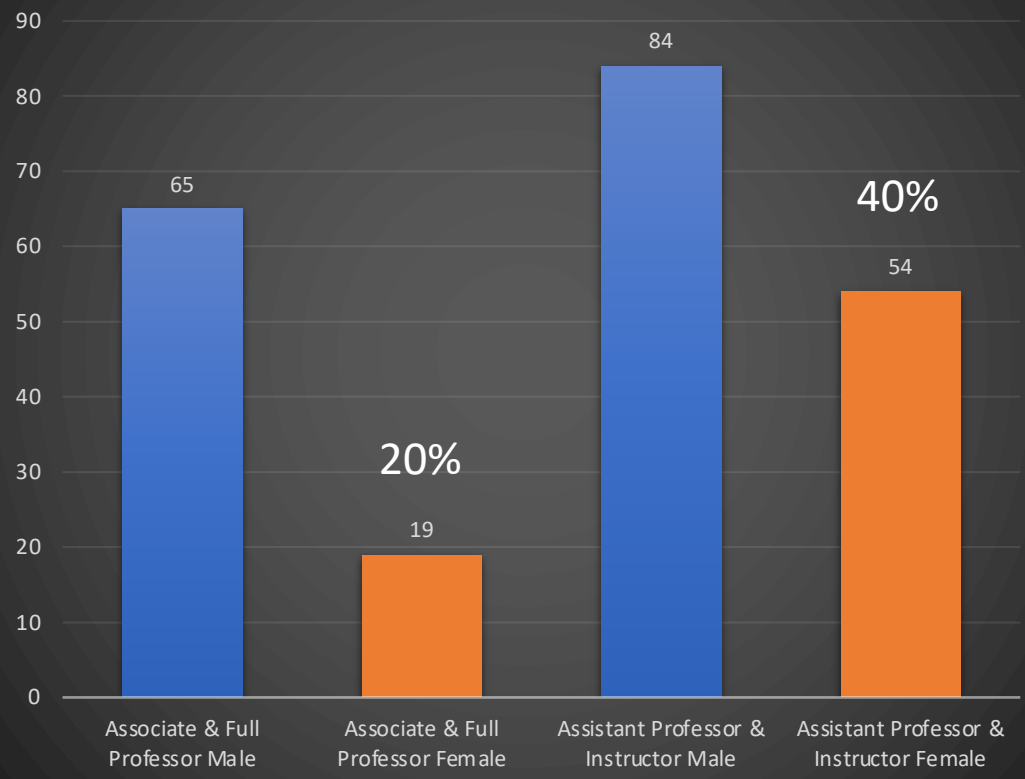


# SOM Clinical Faculty Growth

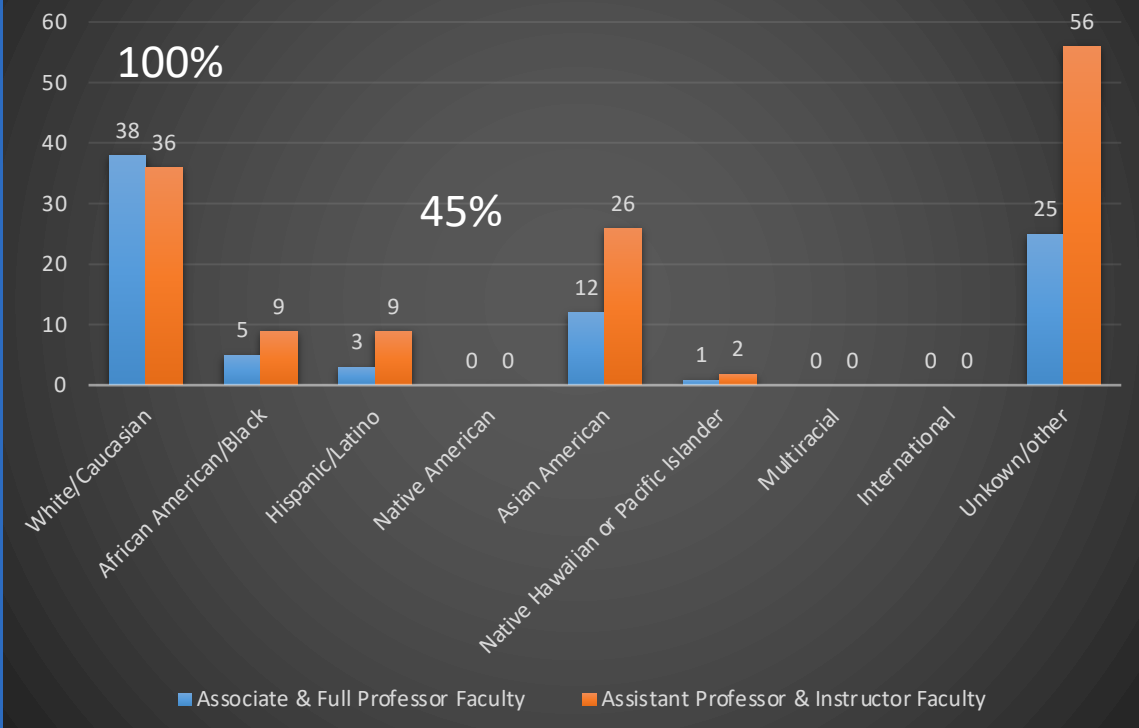


# Faculty Diversity

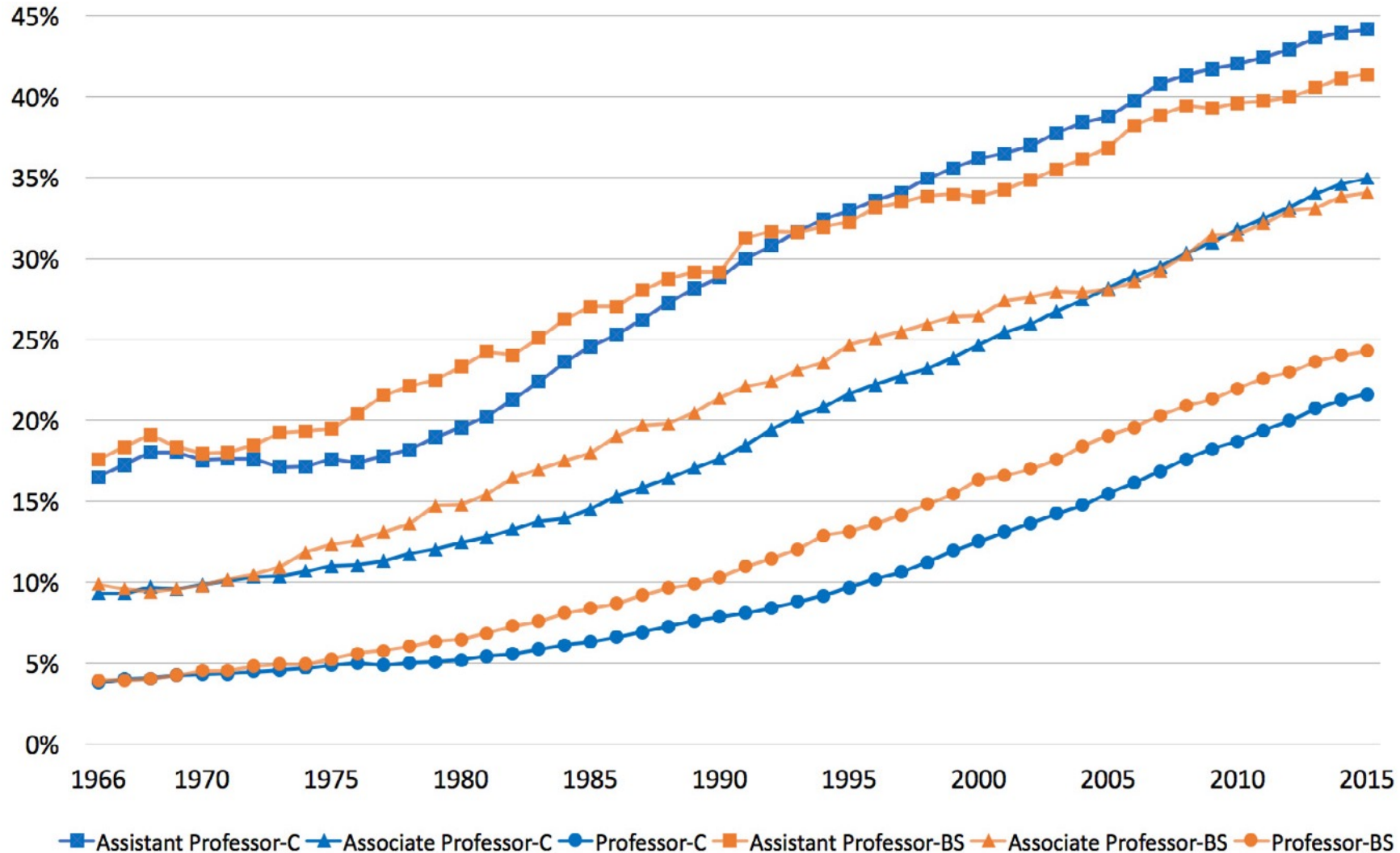
### Diversity/Gender 2012-2018



### Diversity Race/Ethnicity 2012 - 2018



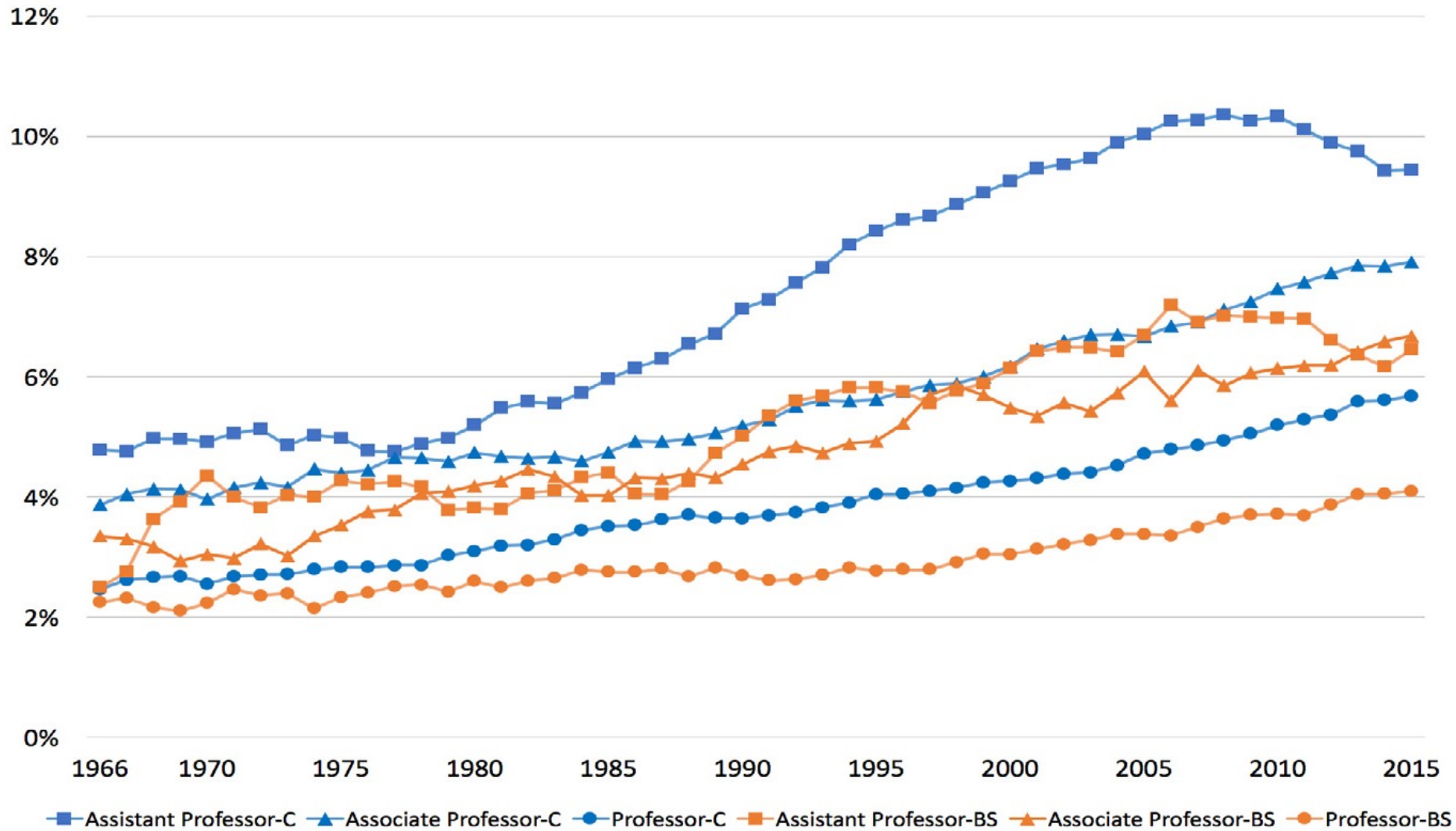
# US Medical School female faculty diversity trend



Source: AAMC Faculty Roster, December 31 Snapshots, 1966–2015.

Note: C = clinical department; BS = basic science department.

# US Medical School URM faculty diversity trend



Source: AAMC Faculty Roster, December 31 Snapshots, 1966–2015.  
Note: C = clinical department; BS = basic science department.

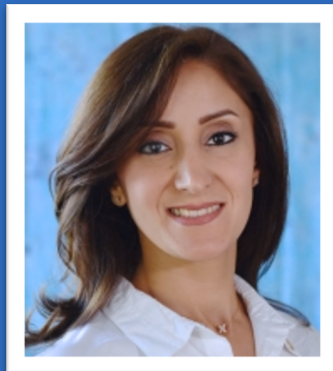
# Academic Divisions

## Division of Biomedical Sciences



**Monica Carson, Ph.D.**  
Chair, Division of  
Biomedical Sciences

Obstetrics and  
Gynecology



**Samar Nahas, M.D.**  
Chair of Obstetrics  
and Gynecology

Family Medicine



**Paul Lyons, M.D.**  
Chair of Family  
Medicine

Social Medicine and  
Population Health



Chair of Social Medicine and  
Population Health

Surgery



**Arnold Tabuenca, M.D.**  
Chair of Surgery

Psychiatry



**Gerald Maguire, M.D.**  
Chair of Psychiatry

## Division of Clinical Sciences

**Ramdas Pai, M.D.**  
Chair, Division of Clinical  
Sciences,  
**Internal Medicine**



# Academic Faculty Appointments

- **PROFESSOR –Ladder rank**

- Assistant Professor
- Associate Professor
- Full Professor

- **PROFESSOR IN RESIDENCE**

- Assistant Professor
- Associate Professor
- Full Professor

- **PROFESSOR OF CLINICAL X**

- Assistant Professor of Clinical X
- Associate Professor of Clinical X
- Professor of Clinical X

- **ADJUNCT PROFESSOR**

Assistant Professor

- Associate Professor
- Full Professor

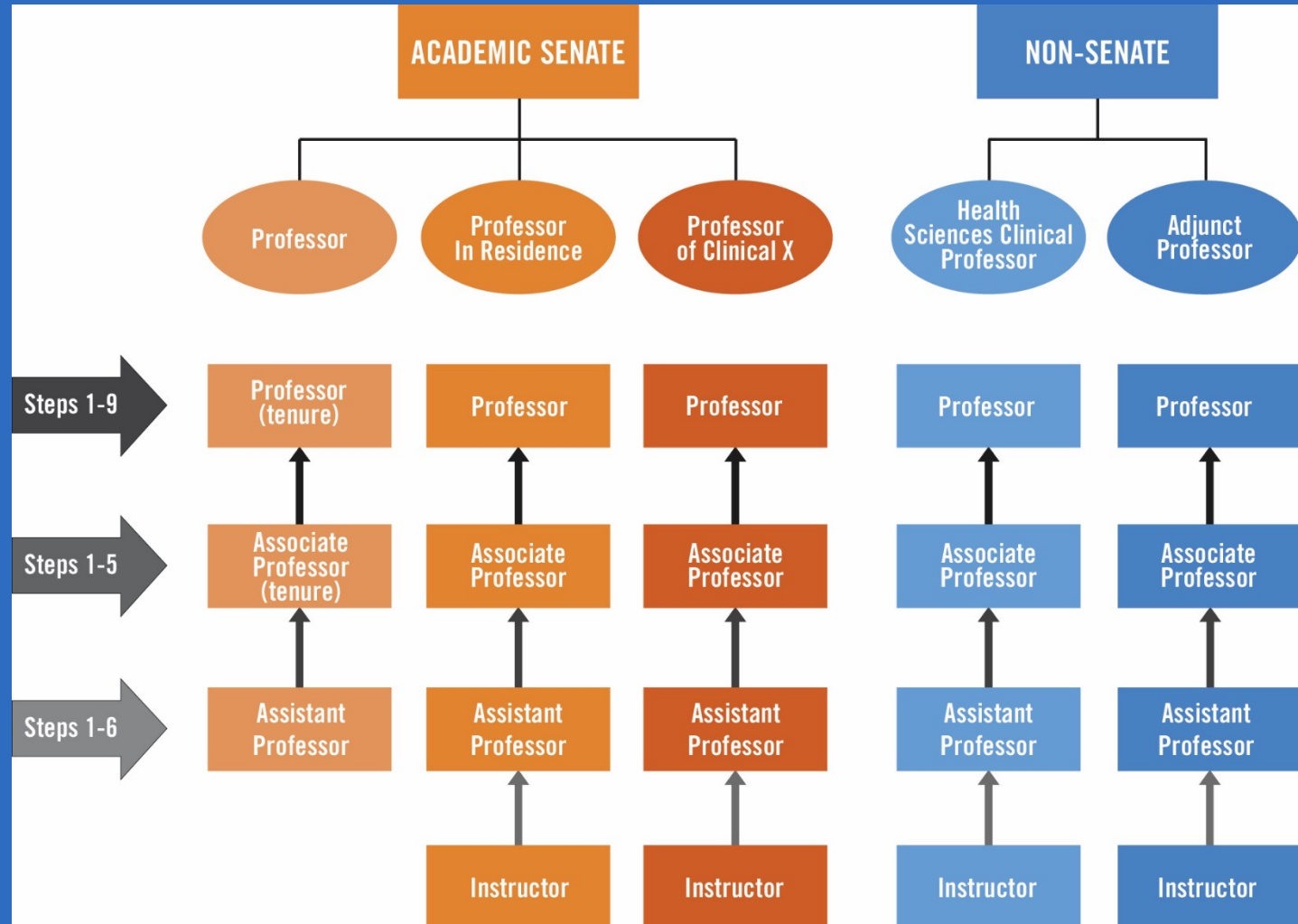
- **HEALTH SCIENCES CLINICAL PROFESSOR**

- HS Clinical Instructor
- HS Clinical Assistant Professor
- HS Clinical Associate Professor
- HS Clinical Full Professor

- **CLINICAL PROFESSOR**

- Clinical Instructor
- Assistant Clinical Professor
- Associate Clinical Professor
- Full Clinical Professor

# Academic Rank and Step





# Academic Rank and Step

<b>ASSISTANT</b>	STEP 1 2 YRS	2 2 YRS	3 2 YRS	4 2 YRS	5 2 YRS	6 2 YRS											
<b>ASSOCIATE</b>					1 2 YRS	2 2 YRS	3 2 YRS	4 3 YRS	5 3 YRS								
<b>PROFESSOR</b>								1 3 YRS	2 3 YRS	3 3 YRS	4 3 YRS	5 3+ YRS	6 3+ YRS	7 3+ YRS	8 3+ YRS	9 4+ YRS	<b>ABOVE SCALE</b>

# Academic Medicine

## Pillars of Academic Medicine

- Teaching
- Research/scholarly activity
- University/professional service



# Academic Review

- Four Areas
  - Teaching
  - Research/scholarly activity
  - University/professional service
  - Delivery of Health Care
- Weight of each area depends on academic series
  - Important to match job description with series
  - Ladder Rank, In Residence, Adjunct: research emphasis
  - (HS) Clinical, Clinical “X”: clinical emphasis
  - Teaching, service important for all



# Other Academics Appointments

- Professional Researchers

- Assistant
- Associate
- Full

no teaching requirements;  
independent research program

research, professional activities  
and \*univ/public service (\*not  
required at Asst level)

- Project Scientists

- Assistant
- Associate
- Full

no teaching; significant  
contributions to research

research projects, professional  
activities University and public  
service encouraged, but not  
required

- SPECIALIST SERIES

- Assistant
- Associate
- Full

no teaching; technical  
contributions to the project

research, professional  
activities, University and public  
service\* (service may be minor  
at Asst. Level)

# The Review Process

- Academic Affairs distributes list of faculty eligible for review to deans and department chairs each Fall
  - Merit or Reappointment
    - Occurs every two years
- Midcareer Appraisal/Assessment (MCA):
  - Normally occurs no later than fifth year
- Promotion to Tenure/Promotion
  - Normally occurs during the sixth year or no later than your seventh



# Role of the Candidate



- Curriculum vitae
- Self Statement:
  - Research
  - Teaching
  - Service

# Role of the Department

- Review file and provide recommendation
  - Generally includes assessment of file
  - Assessment is discussed by voting members of the department
  - Department letter includes recommendation and any discussion of strength and weaknesses of case
  - Faculty vote/recommendation included in the dossier

# Role of the Chair

- Organization/oversight of Departmental review
  - Moderates faculty meeting to discuss recommendation
  - Oversees anonymous faculty vote on recommendation
  - Votes with dept. OR writes a separate letter as their vote
  - Composes departmental proposal letter
  - Communicates dept. recommendation to candidate
  - Forwards file Dean's office



# Role of the Dean

- Evaluation of File in context of school
  - Can add his/her own letter of evaluation to the file
  - May appraise and interpret the departmental vote on the basis of his/her knowledge Department and broader context of School



# Role of Committee on Academic Personnel (CAP)

The Committee on Academic Personnel provides advice to the chancellor about academic personnel and represents the division in all matters relating to appointments and promotions.



# Role of Committee on Clinical Faculty Appointments and Advancements

The Committee provides advice to the Dean about academic personnel and represents the division in all matters relating to appointments and promotions of Clinical Faculty at SOM.



# Merit Review Period

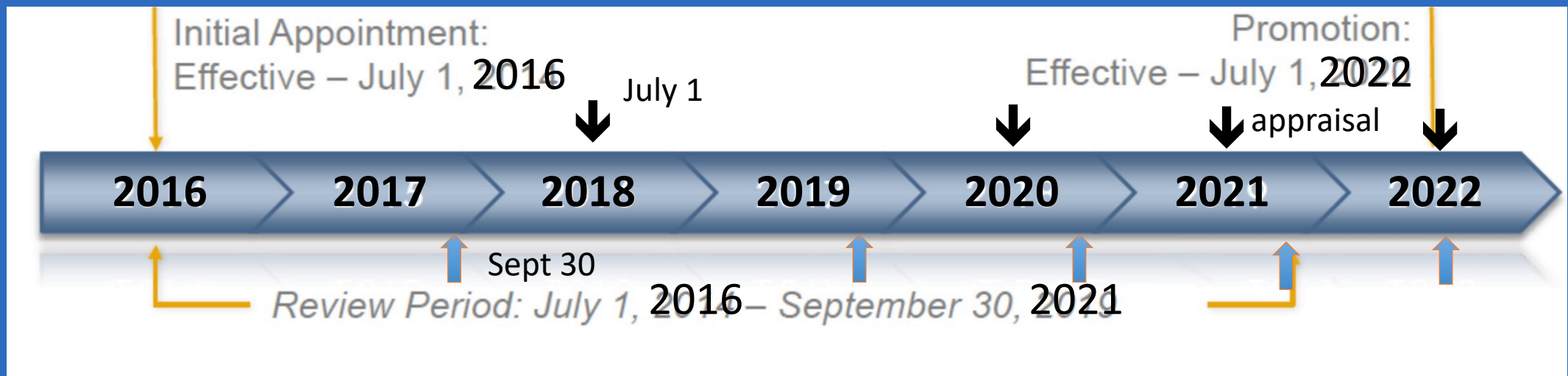
- Merit for an Assistant or Associate Professor
- Review period begins October 1 of year prior to last merit received
  - Curriculum Vitae & Review Profile dates are through September 30 of the review year

Example:



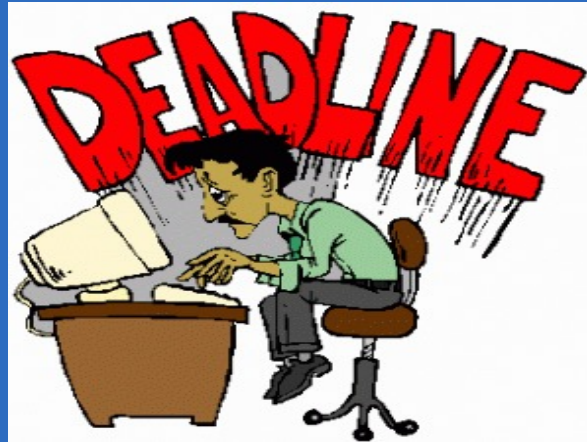
# Promotion Review Period

- Promotion of Mid-Career Appraisal for an Assistant or Associate Professor
- Review period begins from initial appointment as Assistant Professor
- Curriculum Vitae & Addenda/Review Profile dates are through September 30 of the review year
- Example:



# WHAT IS MY ROLE ?

## Update your CV



## Don't wait...

## Update as you go

# WHAT IS MY ROLE ?

## Collect Teaching Evaluations



# WHAT IS MY ROLE ?

## For Promotion

Supply Chair with 5-6 Referee Names  
Write your self-statement





# Guidelines on Self-Statements

- Strongly encouraged to submit a brief statement describing and evaluating, **in language understandable to a general audience**, his/her achievements and recognition within the review period.
- These self-statements are not required but are helpful to the reviewing bodies if they direct the reviewers' **attention to your most significant work** and the current direction of scholarly activities;
- Self-statements in merit files are limited to a two-page maximum.
- Promotion files are not limited in length.
- If the self-statement sent to extramural referees differs from the self-statement in both self-statements should be included in the file.

I found that ubiquitin protein ligase ring2 is involved in s-phase checkpoint and DNA damage in fibroblasts of the interstitium exposed to benzopyrene.

**My work opened a new line of inquiry** into how the exposure to benzopyrene, which is found in coal tar, cigarette smoke, wood smoke, and burnt foods such as coffee, can lead to lung cancer. In particular I found that ..... The studies culminated in high impact publication in the Journal of XX (IF=10) that is already highly cited (20 citations since 2015).

This knowledge can be used in developing more effective lung cancer therapies and will have an important impact in the field of cancer biology.

Perhaps the **most significant development** in the establishing my research lab was XXXX

# Guidelines on Self-Statement

- Do not simply summarize the factual material in the CV. **Emphasize the significance of your work** in ways helpful for those outside your field.
- Offer expertise **to help readers** at higher levels of review to **understand the quality, quantity, significance, impact of the research, and an evaluation of the publication** (e.g., journal impact factors) or performance venues, and how these metrics compare to standards in your discipline
- Include a summary of your teaching and mentoring activity. Do not fail **to address problems** in teaching effectiveness and what was done to improve.
- Do not simply list committees. **Evaluate service contributions in light of the time commitment** required and the **overall value of those contributions** to the constituencies they serve

# Professional Activities

- Senior, Reviewing Editor or Reviewer for the journal
- Standing member (or ad-hoc) of grant review committee (study section) for NIH, NSF, DOD or other federal, state or UC organization
- President, Secretary, Council member or Member of professional societies
- Conference or meeting organizing committee

# Honors and Awards

- Young investigator award
- Career awards
- Young Clinician award
- Teaching awards
- Research awards
- Community awards

## **HONORS, AWARDS, PRIZES**



**Dean's Award, Pathology, Medical School, University of**

**Consultant, Journal of American College of Cardiology**

**Reviewer, American Journal of Cardiology**

**Reviewer, Catheterization and Cardiovascular Disease**

**Reviewer, Catheterization and Cardiovascular Interventions**

**Reviewer, Heart**

**Member, Editorial Board, Journal of Cardiovascular Pharmacology and Therapeutics Reviewer,  
Journal of Postgraduate Medicine**

**Reviewer, Journal of Critical Illness**



**Trainee Award, Southern Section, American Federation for Clinical Research, Southern  
Society Clinical Investigation**



**Golden Apple Award for Dedication and Excellence in Teaching Students,  
University of Medicine**



**Faculty Development Award, University of**



**Faculty Research Award, University of**



**Society Young Clinician Award at**



# University and Community Service

- University committees
- Hospital committees
- Community service
- Department chair, division chief and other leadership roles
- Less service is expected from assistant professors
- Significant service is expected at higher ranks



# Teaching Evaluations

Questions regarding the evaluations may be directed to [ariel.deguzman@medsch.ucr.edu](mailto:ariel.deguzman@medsch.ucr.edu)

- Classroom and laboratories
- Wards, operating room, clinic
- Supervision of undergraduate or graduate students, medical students, residents, fellows and postdoctoral scholars
- More weight given to teaching activities for which evaluations are provided
- Good teaching is essential for advancement

# Teaching Evaluations

include teaching evidence beyond student evaluations

- **Opinions of other faculty members** knowledgeable in candidate's field, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant
- **Opinions of graduates** who have achieved notable professional success since leaving the University
- **Number and caliber of students** guided in research by the candidate and of those **attracted to the campus by the candidate's reputation as a teacher**
- **Development of new and effective techniques of instruction** (e.g., writing of teaching materials, manuals, textbooks)



# Research and Creative Activities

- **Research Activity in the Ladder Rank, In-Residence, Clinical X and Adjunct Professor Series**
  - any basic, clinical, epidemiological, or health policy research, published in peer-reviewed journals
  - investigator initiated, hypothesis generated research proposals funded by federal and state grants
  - case reports, review articles, book chapters and patents
- **Creative Activity in the Health Sciences Clinical Professor Series**
  - publication of case reports or clinical reviews
  - participation in:
    - platform or poster presentations at local, regional, or national meetings
    - the advancement of professional education or university professional practice programs
  - development of or contributions to delivery of health care:
    - informational brochures with regard to the individual's professional field
    - a clinical service or health care facility
    - quality improvement or community-oriented programs
    - medical or other disciplinary information systems
    - community outreach or informational programs

# Questions?

