

**UCR SCHOOL OF MEDICINE**  
**APPOINTMENT AND ADVANCEMENT GUIDELINES**  
**NON SENATE ACADEMIC FACULTY**  
(HS Clinical and Adjunct Professor Series)

The Committee on Clinical Appointments and Advancements (CCAA) confers with and makes recommendations to the Associate Dean and the Dean of the School of Medicine regarding new appointments and advancements. The CCAA committee follows guidelines regarding criteria for appointment and advancement in the HS Clinical Series set forth in [APM 278](#) and Adjunct Professor Series set forth in [APM 280](#)

**Membership**

There shall be a Committee on Clinical Appointments and Advancements. The Committee shall consist of a Chair and at least four (4) Faculty members, Senate or non-Senate. All appointed members have the right to vote whether members of the Academic Senate or not.

The charge of this committee is to advise the Faculty of the School of Medicine, the Dean, and the Provost on appointments and advancements of non-Senate faculty.

This committee shall be subject to the procedures of Clinical Appointments as outlined in the UCR SOM Bylaws, and subsequent procedural changes shall be approved from the Clinical Appointments *and* Advancements and Faculty Executive Committees and Dean.

Members of the Committee shall be appointed with staggered starts and a three year term, by the Faculty Executive Committee in consultation with the Dean of the School of Medicine.

**Definition – Health Sciences**

Faculty in the Health Sciences Clinical Professor series teach the application of basic sciences, the mastery of clinical procedures, and other health science topics to students, postdoctoral scholars, fellows, interns, residents, and other clinicians in all academic disciplines concerned with patient care, including dentistry, medicine, nursing, optometry, pharmacy, physician assistant studies, psychology, veterinary medicine, the allied health professions, and other health care professions. Health Sciences Clinical Professor series faculty engage in scholarly or creative activities which derive from and support their primary responsibilities in clinical teaching and professional and service activities.

**Definition – Adjunct Professor**

Faculty in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments.

**Instructions to Review Committee (APM 210)**

The review committee shall evaluate the candidate with respect to proposed rank and duties, considering the record of the candidate's performance in: (1) teaching (2) professional competence and activity (3) scholarly or creative activity, and (4) University and public service.

## **Criteria**

A candidate for appointment or advancement in this series shall be evaluated by the following criteria, which shall be appropriately weighted according to the primary emphasis on clinical and clinically-relevant teaching and patient care services and also according to the needs of the campus and the individual's responsibilities in the specific discipline. The Dean's or the Department Chair's recommendation letter placed in the dossier shall document the faculty member's expected balance of activities and shall be shared with the faculty member. The review criteria's are:

- (a) Teaching
- (b) Professional competence and activity
- (c) Scholarly or research/creative activity
- (d) University and public service

- **HS Clinical Series**

Activities in all items above are derived from their primary responsibilities in clinical teaching and professional service activities (see APM - 278-4 and -10) and thus shall be appropriately weighted and broadly defined to take into account the primary emphasis on clinical teaching and patient care services.

- **Adjunct Series**

Evaluation of the candidate with respect to the criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria items. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching.

## **Criteria for Appointment, Reappointment and Advancement**

**Clinical Instructor:** At this rank, an initial appointment is limited to one year or less. Total service as a Health Sciences Clinical Instructor paid by the University or paid by an affiliated institution may not exceed two years.

**Assistant:** The Chair's recommendation letter should describe the candidate's present position and the likelihood that the candidate will be a competent teacher and develop an excellent professional practice or program. A minimum of 3 extramural letters are required for an appointment. Faculty who have completed a fellowship are typically recommended for an appointment at Step, II/II (based on yrs of fellowship). The normal period of service is two years at each step. Total Period of Service in these academic titles, may not exceed eight years of service. Prior to reaching their fifth-year, faculty must undergo a mid-career appraisal. This action should coincide with their fourth year merit. The review committee should provide an analytical evaluation of the candidate's performance and probability for promotion. To avoid ambiguity, members of the committee are expected to identify/categorize the appraisal review by labeling the review ("positive"-qualifies for future promotion; "qualified positive"-areas of improvement needed prior to being promoted; "Negative"- major improvements needed, current trajectory unlikely to qualify for a promotion.

- a) Steps I or II should have clear potential as a teacher and high-quality postgraduate training.
- b) Steps III or above must be board eligible or certified, have demonstrated ability as a teacher and continuing achievement in scholarly activity

**Associate:** The Chair's recommendation letter should provide proven excellence in teaching, expanded breadth of responsibilities and/or professional groups; effective development of curriculum or clinical programs as well as scholarly and/or research/creative activities. A minimum of 5 extramural letters are required for an appointment/promotion. The normal period of service is two years at each (Steps I, II, and III). The normal period of service is three years at each (Steps IV and V). Appointments and promotions to Associate rank require extramural letters, which should be from qualified persons of a rank equal to or above the rank sought by the candidate.

**Full Professor:** The Chair's recommendation letter should include proven superior teaching, documentation of great importance to the academic or healthcare mission of the University. Letter must also indicate proven excellence in teaching, expanded breadth of responsibilities and/or professional groups; effective development of curriculum or clinical programs as well as scholarly and/or research/creative activities. A minimum of 6 extramural letters are required for an appointment/promotion. All extramural letters should be from qualified persons of a rank equal to or above the rank sought by the candidate. The normal period of service is three years at (Steps I-IV) and 3-5 years (Steps V and above).

**Accelerations:** The minimum criteria for acceleration within rank is strength in all areas of review during the abbreviated review period. Exceptional strength in one area is not sufficient to offset a weakness in another area. Accelerations should reflect excellence in all areas of review commensurate with the proposed step, in addition to performance in at least one area deemed to be outstanding and a driving force for the acceleration

### **Conditions of Employment**

- a) Appointees in this series are not members of the Academic Senate
- b) Prior to appointment each candidate's professional competence shall be reviewed and approved by the Department Chair and/or Dean.
- c) At the discretion of the department, loss of professional license, credentialing, board certification, and/or active medical staff privileges may result in reassignment of duties or termination of appointment for cause under [APM - 150](#), Non-Senate Academic Appointees/Corrective Action and Dismissal.

### **Appeal Process**

If a Chair's proposal for any academic action is not recommended by CCAA, the Chair may appeal to the Associate Dean for reconsideration; additional documentation in support of the proposed action may be requested.

### **Conflict of Interest**

If a member of the committee believes that a conflict of interest exists for him/herself or for another person on the committee, said member should bring the potential conflict of interest to the attention of the Chair. The Chair will convene a meeting in the absence of the person with the potential conflict and those present will determine whether a conflict exists.

If the decision is in the affirmative, the individual considered to have a conflict may be asked to recuse him/herself during committee discussions of the subject matter in question and, should a vote be taken, will not vote on the issue. Should the Chair be the person considered to have a conflict of interest, the Vice Chair of the committee will serve the function of the Chair in the process outlined.

### **Confidentiality**

The UCR SOM Committee on Clinical Appointments and Advancements (CCAA) fully supports and complies with University standards of confidentiality.