Academic Progress & Promotion

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Vice Dean for Faculty

Today’s Topics

Faculty series
Dossiers - when required, elements  
Criteria for advancement  
Reviews and promotions  
Timelines  
Resources

Academic Pillars

Research and creative work
Teaching  
Professional competence and activity  
(primarily for clinicians)
University, professional & public service

http://medschool.ucla.edu/academic-affairs-academic-forms
### UCLA Professorial Series

<table>
<thead>
<tr>
<th>Research</th>
<th>Teaching</th>
<th>Professional competence</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### UCLA Professorial Series

<table>
<thead>
<tr>
<th>Short Description</th>
<th>Research</th>
<th>Teaching</th>
<th>Professional competence (clinicians)</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular, In-residence</td>
<td>++++</td>
<td>++++</td>
<td>++++</td>
<td>++++</td>
</tr>
<tr>
<td>Clinical X</td>
<td>++</td>
<td>++++</td>
<td>++++</td>
<td>+</td>
</tr>
<tr>
<td>HS Clinical</td>
<td>+</td>
<td>+++</td>
<td>++++</td>
<td>+</td>
</tr>
<tr>
<td>Adjunct</td>
<td>++</td>
<td>++</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UCLA Faculty by Series

<table>
<thead>
<tr>
<th>Position</th>
<th>n</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Clinical Professor</td>
<td>1961</td>
<td>58</td>
</tr>
<tr>
<td>Professor-in-residence</td>
<td>453</td>
<td>13</td>
</tr>
<tr>
<td>Professor</td>
<td>346</td>
<td>10</td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td>327</td>
<td>10</td>
</tr>
<tr>
<td>Professor of Clinical X</td>
<td>136</td>
<td>4</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>Recall</td>
<td>146</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3248</td>
<td></td>
</tr>
</tbody>
</table>

(As of 8-29-16)
# Mentoring of Junior Faculty

- Assigned by chair
- Associate or full professor
- Academic process guidance
- Career and professional development
- Meeting every 6 mos (minimum)
- Documented in dossier

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# Today’s Topics

- Faculty series
- **Dossiers – when required, elements**
- Criteria for advancement
- Reviews and promotions
- Timelines
- Resources

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# When is a dossier required?

<table>
<thead>
<tr>
<th>Appointments</th>
<th>(to faculty, to endowed chairs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit increases</td>
<td>(every 2 yrs at asst. prof level)</td>
</tr>
<tr>
<td>4th yr appraisal</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>Change in series</td>
<td></td>
</tr>
</tbody>
</table>

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# Dossier Elements (1)

- Cover page
- History record
- Departmental vote
  - (Bylaw 55 [http://senate.universityofcalifornia.edu/manual/blpart1.html](http://senate.universityofcalifornia.edu/manual/blpart1.html))
- Data summary
- Bibliography
- Personal statement
Dossier Elements (2)

Departmental recommendation
Statement of 5 significant publications
(Promotion dossier only for Regular, In-Residence, & Adjunct series)
Letters
Teaching evaluations
CV
Copies of Publications
(4th Year Appraisal & Promotion only)
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Criteria for Advancement
Research and creative work
Teaching
Professional competence and activity (clinicians)
Professional and University activities & service

Generally first two criteria carry greater weight

“Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions.”

Research and Creativity

Intellectual attainment
Authorship
Presentations
Grants and awards
Dissemination of knowledge / technology
Community programs
Creative contributions to administration and curricula
Documentation of Creativity

List of publications or other evidence (e.g., patents)
Explanation of role in co-authored work
Documentation of publication status, where in press
Indication of grant support, where relevant
  Separating direct from indirect costs
  Noting only amounts actually going to you
  Noting time span of total if multi-year grants
Description of work in progress (self-statement)

Teaching

List of courses taught since last review/enrollments
List of graduate students and status, if any
Student evaluations (forms and letters)
Peer evaluation
The UCLA CALL-Appendix 3:
https://www.apo.ucla.edu/policies/the-call/appendices-1/appendix-3-guide-to-the-documentation-of-effective-teaching

Service

University: governance, education, research, clinical

Community: outreach, volunteer activities, lectures

Profession: officerships, editorial duties, study sections, lectures

Self-Statement

Explain how work fits into broader agenda
Provide context and explain significance of work
https://www.apo.ucla.edu/guides/self-statements
Letters

Confidential external letters solicited

For promotion to Associate rank:

<table>
<thead>
<tr>
<th></th>
<th>External</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Other series</td>
<td>Required</td>
<td>Optional</td>
</tr>
</tbody>
</table>

Sign-Off on Data Summary

Identify contributions to diversity

Designate interdisciplinary entities to be solicited

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The Review Cycles

Reappointment and merit increase every 2 years

Fourth Year Appraisal: early assessment for promotion to Associate Professor, typically begun in fall quarter of fourth year

Review for promotion to Associate Professor typically conducted no later than 7th year (can be earlier)
Fourth Year Appraisal

Early, internal assessment of record and trajectory for promotion to Associate Professor
May occur earlier than fourth year by agreement
Identifies areas of weakness or imbalance in the candidate’s record
Department makes formal appraisal, forwarded to Dean, CAP, final determination by V. Chancellor
Outcomes: favorable, with reservations, unfavorable
Not intended to affect ultimate decision on promotion

Promotion to Associate Professor

Recommendation for promotion prepared by the Department (see APM and CALL)

Promotion to Associate Professor

When dossier is complete, Department Chair forwards to Dean, who forwards to CAP, who forwards to Vice Chancellor
CAP MAY seek input from a campus ad hoc review committee of faculty (usually 4 members, 1 from candidate’s dept.)
Review committee report submitted to Dean, CAP, and Vice Chancellor

Council on Academic Personnel (CAP)

14-member committee of Academic Senate
Charged with reviewing scholarly, teaching, and service activities of faculty for academic advancements or appointment
Primary goals: ensure equity; maintain standards of scholarship, teaching, and service across campus
Top priorities: Fourth Year Appraisals, major promotions (Associate/8-Year Limit Review, Full, Step VI, Above Scale), appointments at tenure level
Recommends on some accelerations and all endowed chairs
ClinCAP: subcommittee for HS Clinical series
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### Eight-Year Clock
Includes years at UCLA as Acting, Visiting, Professional Research, Adjunct, In-Residence, etc.

The UCLA CALL-Appendix 14: https://www.apo.ucla.edu/policies/the-call/appendices-1/appendix-14-guide-to-the-computation-of-years-of-service-which-count-toward-the-eight-year-limit-1

Two quarters count as one year

### Time Off the Clock
One extra year can be added for leave for serious health condition; childbearing and/or childrearing; care or bereavement of child, spouse, domestic partner, or parent; or significant circumstance interfering with research or creativity

Can delay 4th year appraisal

Candidate chooses whether to mention in solicitation of external letters

**Please** request in timely fashion (within 2 yrs of event) before 7/1 in promotion year

### General Timeline to Promotion
<table>
<thead>
<tr>
<th>Period</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Faculty notified of eligibility</td>
</tr>
<tr>
<td>Spr, early</td>
<td>Dossier prepared and reviewed by dept.</td>
</tr>
<tr>
<td>summer</td>
<td></td>
</tr>
<tr>
<td>Aug 1</td>
<td>Dean’s Office (DO) deadline for promotions</td>
</tr>
<tr>
<td>Sep 1</td>
<td>DO deadline for 8 yr limits</td>
</tr>
<tr>
<td>Nov</td>
<td>Academic Personnel Office (APO) deadline for DO submissions</td>
</tr>
<tr>
<td>Winter</td>
<td>APO forwards to CAP, CAP makes recommendation to Vice Chancellor</td>
</tr>
<tr>
<td>Winter</td>
<td>Vice Chancellor makes decisions, appeal processes available</td>
</tr>
</tbody>
</table>
Some of Your Rights

To suggest names of external reviewers to your Chair; also names of those whom you believe cannot write an objective review.

To read everything in redacted form before it leaves the Department, except Chair’s “confidential” letter (if any).

To respond to anything written about you which you find inaccurate or not included.

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http://medschool.ucla.edu/academic-affairs

http://www.ucop.edu/academic-personnel/academic-personnel-policy/index.html
https://www.apo.ucla.edu/policies/the-call

http://academicaffairs.dgsom.ucla.edu/pages/index

APM 670
APM 671
ATCP: Policies

The University and California policy as outlined in California and Federal statutes as well as in University policy, the Pain Management (PMP), and the Managed Care Insurance Program (MCIP) must be followed. The reporting and management of these policies are in accordance with the University's policies, as well as the American Association of Colleges of Pharmacy (AACOP), the American Society of Health System Pharmacists (ASHP), and the National Association of Boards of Pharmacy (NABP).

Implementing Procedures

http://medschool.ucla.edu/leadership

HSCP

David Geffen
School of Medicine