

# ACADEMIC PROCESS – SERIES, STEPS & SWITCHES



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# EXPECTATIONS FOR ACADEMIC ADVANCEMENT

PROF SERIES	TEACHING	RESEARCH	PROFESSIONAL COMPETENCE	UNIV, PROF, PUB SERVICE	8-YR RULE
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REG PROF/ IN RES	ESSENTIAL	ESSENTIAL (INDEPENDENT INVESTIGATOR)	ESSENTIAL	ESSENTIAL	YES
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CLIN X	ESSENTIAL (AWARDS)	ESSENTIAL	ESSENTIAL	ESSENTIAL	YES
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HS CLIN (CLIN COMP)	ESSENTIAL	CREATIVE CONTRIB TO ADMIN, EDUC, OR RESEARCH	ESSENTIAL	HELPFUL	YES (IF >50%)
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ADJUNCT	ESSENTIAL	VARIABLE	VARIABLE	VARIABLE	YES (IF >50%)
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## **ADJUNCT PROFESSOR SERIES**

**In the School of Medicine, adjunct series has been replaced by HS Clinical Professor series. It may also be used for a teacher and basic scientist in a clinical department with a limited research program, or for a key administrator who is inactive in research and teaching.**

# **EVIDENCE OF SUCCESS IN RESEARCH**

## **Regular Professor and in-Residence**

**PI ON COMPETITIVE, PEER-REVIEWED RESEARCH GRANTS** proves that you are recognized as an **INDEPENDENT INVESTIGATOR**.

**FIRST- or SENIOR AUTHORSHIP** of research in **PEER-REVIEWED JOURNALS**, with mentor's name absent from author list. Mention supervision of first author in a footnote to each reference.

## **Clin X**

**REGIONAL AND NATIONAL PRESENTATIONS** and authorship of **PEER-REVIEWED PAPERS** or electronic publications that describe clinical or laboratory investigations, innovative, state-of-the-art educational or health care programs, or contributions to knowledge or practice.

# **CREATIVE ACTIVITIES FOR CANDIDATES IN THE HS CLINICAL PROFESSOR SERIES – FORMERLY CLINICAL (COMP)**

## **SCHOLARLY CREATIVE ACTIVITIES**

The prospect for advancement in this series is enhanced by **SCHOLARLY** creative activities, such as authorship of peer-reviewed or non-peer-reviewed research or clinical reports, clinical or scientific reviews, books or book chapters, letters to the editor, and editorials.

## **OTHER CREATIVE ACTIVITIES**

See **APPENDIX 8** of **THE CALL** for examples of administrative, educational and patient-care contributions that, **WHEN SUBSTANTIVE**, may be sufficient for the advancement of candidates in this series.

# **CRITERIA FOR PROF COMPETENCE**

## **Regular Professor or in-Residence Series**

**Leadership in field, recognition by peers and patients as outstanding clinician, development of new approaches and techniques**

## **Clinical X Series**

**Recognition by peers and patients as outstanding clinician, leadership in department or hospital and in local, regional and national professional organizations, election to fellowship in those organizations**

## **Health Sciences Clinical Professor Series**

**Exemplary professional practice, administrative leadership in department and hospital and in professional organizations, development or supervision of health care facilities, development of innovative approaches to patient care, activity and election to fellowship in professional organizations**

## **EIGHT-YEAR LIMIT APPLIES TO ALL SERIES**

To be employed beyond the eighth year, an Assistant Professor must be promoted to Associate Professor during or before the seventh year following appointment.

## **THE EIGHT-YEAR ACADEMIC CLOCK**

The clock starts to tick on the date of appointment to Assistant Professor or Visiting Assistant Professor, and not with a preceding appointment as Clinical Instructor, Researcher, or Visiting Researcher. Time off the clock, without pay and with corresponding extension of the eight – year limit may be requested for primary parental childcare – 2 years maximum, 1 year per child – or for extended illness. For details, see your human resources administrator.

## **FOURTH-YEAR APPRAISAL**

A formal appraisal of the performance of every Assistant Professor is made during the fourth year following appointment to alert him or her of any weakness that, if left uncorrected, might prevent promotion to Associate Professor.

## **CHANGE OF SERIES TO HEALTH SCIENCES CLINICAL PROF SERIES**

If, following an “Unfavorable” fourth-year appraisal of an Assistant Professor in the Regular or in-Residence series, a change to the Health Sciences Clinical Professor series is sought, it must be requested before the end of the fifth year of appointment.

# **TENURE = PERMANENT EMPLOYMENT WITHOUT PERIODIC RENEWAL**

**Tenure may be awarded only to faculty in the Regular Professor series.**

**Faculty in the in-Residence and Clinical X series, although untenured, are members of the ACADEMIC SENATE as are their colleagues in the Regular series, providing them with certain rights and privileges that preclude their being fired for less than substantial misdeeds.**

**Membership in the Academic Senate is not granted to faculty in the HS Clinical Professor series.**

# **MENTORING OF JUNIOR FACULTY IN THE SCHOOL OF MEDICINE**

**Junior faculty in the School of Medicine, in all professorial series, must receive mentoring A MINIMUM OF EVERY SIX MONTHS, and this must be DOCUMENTED on an appropriate form for subsequent placement in the candidate's dossier.**

# **THE CALL**

**THE CALL is a manual summarizing academic personnel policies and procedures at UCLA. THE CALL, and other information about the ACADEMIC ADVANCEMENT PROCESS, is available on the School of Medicine Academic Personnel website:**

**[www.deans.medsch.ucla.edu/Academic/acadper.html](http://www.deans.medsch.ucla.edu/Academic/acadper.html)**

**Or Google**

**UCLA School of Medicine Academic Personnel or  
UCLA: THE CALL**

# **POWERPOINT PRESENTATION ON ACADEMIC REVIEW PROCESS**

**To access an enlightening PowerPoint presentation by Dr. Martin Shapiro, “Preparing for an Academic Review: Pearls and Pitfalls”, log on to:**

**<http://dgsomdiversity.ucla.edu/body.cfm?id=31>**

**Scroll down to the section, Previous Lectures, and click on the “download presentation” tab for Dr. Shapiro’s June 2010 lecture.**

Thank you!

Questions?