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To: Chairs, CAOs and APCs, DGSOM Clinical Departments
From: Jonathan R. Hiatt, MD, Vice Dean for Faculty, DGSOM
Subject: Revisions to UCLA Call -
Health Sciences Clinical, Volunteer Clinical, and Clinical Associate Series
Date: July 5, 2018

Dear Colleagues:

Over the past year revisions to the UCLA Call were drafted by the Schools of Medicine and Dentistry in response to revisions to the Academic Personnel Manual that became effective as of July 1, 2017. The affected series include Health Sciences Clinical Professor, Volunteer Clinical Professor, and Clinical Associate. The CALL revisions are now posted online at <https://apo.ucla.edu/policies-forms/the-call/an-introduction-to-the-ucla-call>.

There will be a learning curve for all of us. Our Academic Affairs Office, and I personally, will work closely with all of you to be of help as these changes are implemented over the current academic year. We have prepared various template letters that may be of use and will share these in the near future. I also will make presentations at various meetings.

I am writing today to provide a summary of the changes and the efforts that will be necessary for their implementation. Following an overall summary, I present for each of the three series a summary of the revisions, followed by the necessary departmental actions.

SUMMARY OF APM AND CALL REVISIONS

The purposes of the APM revisions were the following:

1. Strengthen and refine criteria for appointment and advancement depending on type of academic clinician
2. Differentiate policy language for volunteers and for salaried and without salary faculty
3. Repurpose the Clinical Associate title as a non-salaried, volunteer appointment for University-paid staff physicians and other clinicians who practice at a facility that has a formal affiliation with UCLA, including University-managed clinics, practices, and satellite healthcare facilities with which the University has a formal affiliation.

HEALTH SCIENCES CLINICAL PROFESSOR SERIES (<https://apo.ucla.edu/policies-forms/the-call/professorial-series/health-sciences-clinical-professor-series>)

Summary of changes

Minor revisions allow more practical expectations of creative activity. The term “research and/or creative activity” in the old CALL has been changed in the new CALL to “scholarly or creative activity” and the term “research” has been eliminated as an essential requirement. This revision of the Definition of the Health Sciences Clinical Series and in the corresponding Instructions to Review Committees should lessen the research burden of faculty who teach and who have ever-expanding clinical duties, and should allow greater flexibility for review committees in the evaluation of intellectual performance. It is now stated: “scholarly or creative activity” as well as “University and public service” may be derived from the candidate’s primary responsibilities in teaching and clinical care. The list of creative activities in Appendix 8 of THE CALL has been slightly expanded and continues to offer a wide range of examples, including those associated with research, but emphasizes activities aimed at improving the quality of clinical care and promoting the educational mission of the University. Finally, regarding the faculty member’s division of time and effort among teaching, creative activity, professional activity and service, there is new language to state that the Chair must document this division in the dossier and share it with the faculty member.

Actions by Departments

1. Review committees should now utilize the revised requirements regarding scholarly and creative activities and University and public service for cases under departmental review.
2. Regarding the faculty member’s division of time and effort among teaching, creative activity, professional activity and service, the Chair must document this division in the dossier and share it with the faculty member. I suggest that the information should be shared in the initial appointment letter (LOU), in subsequent annual salary letters, and in all Chair letters placed in dossiers.
3. University employed staff physicians in this series will be moved to the Volunteer series (see below).

VOLUNTEER CLINICAL PROFESSOR SERIES (<https://apo.ucla.edu/policies-forms/the-call/professorial-series/clinical-professor-series-volunteer-series>)

Summary of changes

University-employed staff physicians with teaching responsibilities are to be appointed in the Volunteer series. (If no teaching responsibilities, the new Clinical Associate title should be used.) “Volunteer” is added to the title (e.g., Volunteer Assistant Clinical Professor). Faculty members in this series are ineligible for Emeritus status (and never were because they do not retire from the University or an affiliate). Following initial appointment, a review of teaching and clinical expertise must occur at 5 years of service, and at least every 5 years thereafter. Criteria for evaluation of

clinical competence are listed. Initial appointment term is increased to a maximum of 5 years (formerly 3), subject to annual renewal. Transfer to another University title now is permitted and requires academic review and a search (search may be waived). An attestation form in support of appointment or reappointment is provided if not credentialed at UC.

Actions by Departments

1. It will be necessary to communicate with all appointees in this series. As a first step, I recommend that departments should compile a list of their faculty members in the Volunteer series and determine whether a teaching service is being provided. I know that some departments have been doing this on a regular basis, but others have not.
2. We will work on the next steps together, and have developed template letters that will be shared soon. These steps will be needed:
 - a. Faculty members in this series must be instructed to add "Volunteer" to their title.
 - b. University employed staff physicians in the Health Sciences series will be moved to the Volunteer series.

CLINICAL ASSOCIATE SERIES (<https://apo.ucla.edu/policies-forms/the-call/professorial-series/clinical-associate-series>)

Summary of changes

This is a volunteer appointment for clinicians who practice at a facility with a formal affiliation with UCLA and are responsible for delivering high-quality patient care, but have no formal teaching or research obligations. Clinical Associates are not members of the faculty, and the title is not associated with the words "Professor", "rank", or "step".

Actions by Departments

Nothing is needed immediately. For departments wishing to use this series, we have prepared a draft appointment letter and will share it soon.