BYLAWS

DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA VOLUNTEER CLINICAL APPOINTMENTS AND PROMOTIONS SUBCOMMITTEE

ARTICLE I:
GENERAL

Section 1: Name
The Committee shall be known as the David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee.

Section 2: Purpose
The Committee shall review dossiers submitted by departments for the appointment and/or promotion of volunteer clinical faculty to the Associate Professor and Full Professor levels. Dossiers for appointment and/or promotion to the clinical instructor and assistant professor levels are reviewed by the departments.

Section 3: Reporting Responsibility
The Committee, a standing subcommittee of the David Geffen School of Medicine at UCLA Faculty Executive Committee (FEC), presents recommendations to the FEC for approval.

ARTICLE II:
MEMBERS

Section 1: Membership
Voting members shall be nine faculty members in any series at the rank of Associate Professor or Full Professor, with a minimum of five full-time faculty members and a minimum of three volunteer clinical faculty.

Department chairs shall nominate members to the Committee. The Committee chair shall forward their nomination for approval to the Faculty Executive Committee.

Section 2: Qualification of Membership
Faculty members shall represent the clinical departments. No department shall be represented by more than one member, except for the Department of Medicine, which may have two members. The goal shall be that, over time, all clinical departments are represented.

Section 3: Term of Service
Members, with the exception of the Chair and Vice-Chair, shall serve a three-year term. Terms shall be staggered. The Chair and Vice-Chair may serve a maximum of six years. Members may be reappointed after a one-year lapse in service.

Section 4: Officers
The officers of the Committee shall consist of a Chair and a Vice-Chair.
The Chair shall be appointed by the Faculty Executive Committee from recommendations received from the out-going Chair. The Chair shall be a member who has served on the Committee for at least one year. The Chair will serve for three years. May serve up to three terms.

The Vice-Chair shall be appointed by the Chair with the approval of the Faculty Executive Committee. The Vice-Chair shall be a member who has served on the Committee for at least one year. The Vice-Chair will serve for three years. May serve up to three terms.

**Section 5: Meetings**
The Committee shall meet at least three times per academic year. Members shall be notified of meetings at least two weeks in advance of the meeting.

**Section 6: Attendance**
Committee members are required to attend half of the scheduled meetings per academic year. Failure to do so may result in termination from the committee.

**Section 7: Quorum**
A majority of 5 total members shall constitute a quorum, and when a quorum is present, the action of the majority of members present at any meeting shall constitute the action of the Committee.

**ARTICLE III: COMMITTEE DUTIES**

**Section 1: Scope of Activity**
Committee Bylaws and Guidelines shall be reviewed on an annual basis. Recommendations shall be forwarded to the Faculty Executive Committee for approval.

The Committee shall advise departments of the approved Guidelines for volunteer faculty advancement.

The Committee shall review dossiers submitted by departments for the advancement of volunteer clinical faculty to the Associate and Full Professor levels or for appointment at these levels. Committee recommendations shall be forwarded to the Faculty Executive Committee for approval.

**Section 2: Policies and Procedures**
Departments propose volunteer clinical faculty members for appointment or advancement to the Associate and Full Professor levels. Dossiers are submitted by departments and reviewed by the Committee as a whole with primary responsibility given to a first and second reviewer who present their findings and recommendations to the Committee.

Dossiers must include the following:

A. Candidate Self-Statement with evidence of teaching described
B. Letters from department chair to include:
   1. Background of proposed candidate
   2. Candidate's role at the DGSOM UCLA and/or DGSOM UCLA affiliates
   3. Dates of original appointment(s) to present and/or previous faculty titles
   4. Report of departmental committee on volunteer clinical faculty, including recommendation and votes cast (in favor, against, abstentions)
   5. Demonstrated department support

C. Letters of recommendation
   1. Rank of full professor - a minimum of six letters from colleagues at a degree level higher or commensurate to that of the candidate, three extramural and three intramural, that include reference to candidate's teaching abilities, as well as recognition, leadership and/or other professional accomplishments, are required. *Extramural* and *intramural* shall be defined as originating from outside and inside, respectively, the David Geffen School of Medicine at UCLA including the Center for the Health Sciences and all teaching affiliates.
   2. Rank of associate professor - a minimum of five letters from colleagues at a degree level higher or commensurate to that of the candidate, two extramural and three intramural, that include reference to candidate's teaching abilities, as well as recognition, leadership and/or other professional accomplishments, are required. See above for definition of extramural and intramural.

D. Teaching documentation to include:
   1. Brief description of departmental requirements
   2. Documentation of quantity and quality of teaching contributions throughout the current rank which should include:
      a. nature of teaching (lectures, attending rounds, supervision of procedures, laboratory or research supervision, preceptorship, medical school course)
      b. location of teaching (DGSOM UCLA and/or DGSOM UCLA teaching affiliate)
      c. teaching setting (clinic, ward, lecture hall, conference room, special procedure room, operating room, laboratory, private office, etc.)
      d. dates of teaching
      e. number of trainees taught and their level of training (medical students, house officers, post-graduate fellows, etc.)
      f. total number of hours devoted to teaching in each academic year
      g. teaching evaluations from medical students, house officers, post-graduate fellows, others (minimum of six teaching evaluations); the dates of the teaching evaluations should be within the duration of the current academic rank and preferably within the two years preceding the action, teaching evaluations may be provided on a special evaluation form or in a personalized letter; summary data should be provided for evaluations of lectures and participation in medical school courses.

E. Full current curriculum vitae

Dossiers which lack the above specified documentation will be considered incomplete and will not be evaluated by the Committee.
ARTICLE IV: OTHER

Section 1: Inactive Status
Inactive status may be accorded to a volunteer clinical faculty member who has:
A. Attained the age of 60, provided 20 years of active service, or developed a disability preventing further service; and
B. Met expectations for participation in the teaching program at UCLA and/or affiliated institution.

This status may be awarded upon nomination by a department chair, approval of the David Geffen School of Medicine at UCLA Volunteer Clinical Promotions and Appointments Subcommittee, and final FEC approval.

Section 2: Honorary Status
Honorary Status may be accorded to a volunteer clinical faculty member who has fulfilled criteria for inactive status, and, in addition, is deemed "meritorious" as a result of:
A. Participation in the teaching program at UCLA and/or affiliated institution beyond the usual and expected; and
B. Significant and unusual leadership in support of UCLA and/or affiliated institutions; and/or attained leadership status at regional, and/or national levels; and/or exhibited productivity in research.

This status may be awarded upon nomination by a department chair, approval of the David Geffen School of Medicine at UCLA Volunteer Clinical Promotions and Appointments Subcommittee, and final FEC approval.

Individuals in both of these categories may have their medical school appointment continued. They shall not be required to participate in the teaching program. However, voluntary clinical faculty with honorary status, in particular, should be available for membership on committees, special lectures, participation in post-graduate teaching activities, and other such specialized activities when invited to participate.

Section 3: Expedited Approval of Appointment or Promotion
When the expedited approval of an appointment or promotion is requested by a department chair, the dossier of the volunteer faculty member shall be circulated to all Committee members for review and vote. The appointment or promotion shall be approved if all Committee members agree with the action. If one or more members do not agree on the proposed action, the Committee shall meet either in person or by means of a telephone conference or similar method allowing all persons participating in the meeting to hear each other at the same time. Participation by this means shall constitute presence in person at the meeting.

Section 4: Lateral Transfer
A. A department may initiate a lateral transfer, from the regular rank series into the voluntary series, without the review of the David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee.
Section 5: Reinstatement
Faculty that have previously been appointed in the Clinical Voluntary series but left the series and wish to be reinstated, may be reappointed at the last known title with the provision that they are placed on a two-year probation so that they may fulfill teaching duties and collect teaching evaluations. They will be reevaluated after the completion of two years.

Section 6: Retroactivity
After the first quarter, dossiers for appointments, reappointments and/or promotions will be considered effective the July 1st of the following fiscal year unless there are extraordinary circumstances that allow for a dossier to be approved retroactively.

Section 7: Appeal Process

Department: If a candidate's proposal for appointment or promotion to the rank of Associate or Full Clinical Professor is rejected by the departmental volunteer clinical faculty appointments and promotions committee, the department chair may appeal for reconsideration to the departmental committee; additional documentation in support of the proposed appointment or promotion may need to be provided. If upon reconsideration by the departmental committee the proposed appointment or promotion is again rejected, the department chair may appeal the decision to the David Geffen School of Medicine at UCLA Faculty Executive Committee. It is anticipated that the FEC would consult with the David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee for advice in this matter. The FEC has final authority. A similar appeal process may be followed for clinical faculty members at the rank of Associate or Full Professor who believe that their appointment has been terminated unjustifiably.

School: If a department's proposal for appointment or promotion of a candidate to the rank of Associate or Full Clinical Professor is rejected by the David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee and the latter Committee's action is upheld by the Faculty Executive Committee, the department may appeal the decision for reconsideration to the FEC. The FEC has final authority.

Section 8: Confidentiality
The David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee fully supports and complies with University standards.

Section 9: Leave of Absence
A leave of absence is granted by departments for a specific time interval, if justifiable, for either health, educational, or personal reasons.

Section 10: Maintenance/Termination/Non-renewal of Appointment
Teaching contributions of all volunteer clinical faculty members should be reviewed annually by the departments. Failure to satisfy departmental requirements for teaching contributions in time, effort and quality for the year under review shall lead to a warning and/or counseling letter from the department. Persistent failure to fulfill department teaching requirements during the year following the warning/counseling letter shall lead to termination or non-renewal of appointment.
The David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee shall be notified by the departments of all volunteer clinical faculty members whose appointments are not renewed or terminated and the reasons for such action.

The departments may also request non-renewal or termination of appointment for curricular or programmatic reasons, for violations of the Faculty Code of Conduct, or if the faculty member's clinical or business activities present a significant conflict of interest with the academic mission of the University. All such requests are subject to automatic appeal to the David Geffen School of Medicine at UCLA Volunteer Clinical Appointments and Promotions Subcommittee whose recommendations are submitted for approval to the Faculty Executive Committee.

**Section 11: Academic Title of Volunteer Clinical Faculty**

The academic title of volunteer clinical faculty shall be Assistant/Associate/Clinical Professor of ______(Voluntary) for internal uses, such as official university records and the academic personnel process. For other uses, including correspondence, the volunteer clinical faculty title shall be Assistant/Associate/Clinical Professor of ______.

**Section 12: Staff**

A Faculty Executive Committee staff person shall assist the Committee in its responsibilities. Duties include: receipt of voluntary clinical faculty dossiers; review of dossiers for completeness; interaction with departmental CAPs; scheduling of meetings; distribution of dossiers to Committee members including assignment of primary and secondary reviewers; certifying Committee vote; drafting correspondence.
FOR APPOINTMENT OR PROMOTION TO ASSOCIATE CLINICAL PROFESSOR
Appointment or advancement to the rank of Associate Clinical Professor should occur only after a minimum of eight years’ service at the Assistant Clinical Professor level.

The candidate must have documented evidence of:
   A. Participation in the teaching program beyond the call of duty and outstanding teaching ability as documented by evaluations from students, house officers, and/or other graduate trainees, and faculty colleagues; and
   B. One or more of the following:
      1. Outstanding leadership in supporting the teaching, patient care and/or research activities of UCLA and/or a UCLA affiliated or associated teaching institution. Examples of leadership include but are not limited to active participation in the governance of the institution (e.g., committee activity) and establishment and/or directorship of special patient care, teaching or research programs as documented by letters from professional colleagues attesting to the candidate’s real leadership.
      2. Favorable local and/or regional recognition as a result of professional endeavors. This recognition should be acknowledged by letters from several professional colleagues describing the candidate's leadership in a professional field (including elected office), receipt of awards, or other recognition.
      3. Significant productivity in research. It is recognized that research productivity criteria are less stringent with respect to originality and independence than for full-time tenure-track faculty.

FOR APPOINTMENT OR PROMOTION TO CLINICAL PROFESSOR
Advancement to the rank of Clinical Professor should occur only after a minimum of six years’ service at the Associate Clinical Professor level.

The candidate must have documented evidence of:
   A. Participation in the teaching program beyond the call of duty and outstanding teaching ability,* as documented by evaluations from students, house officers and/or other post-graduate trainees, and other faculty colleagues; and
   B. One or more of the following:
      1. Outstanding leadership* in supporting the teaching, patient care and/or research activities of UCLA and/or a UCLA affiliated or associated teaching institution. Examples of leadership as described above.
      2. Favorable national and/or international recognition as a result of professional endeavors. This should be documented by both intra- and extramural letters from professional colleagues attesting to the candidate's nationally recognized leadership in a professional field, by election to office in a national or international professional society or by receipt of awards from a national or international society.
3. Significant productivity in research. *
   * To a greater degree and for a longer time than required for promotion/appointment to the rank of Associate Clinical Professor (Voluntary).
NOTES TO APPOINTMENTS AND PROMOTIONS:

1. Candidates whose major academic contribution is truly outstanding teaching with regard to quality, innovation, time and effort may be considered for appointment or promotion to the rank of Associate Clinical Professor. Such candidates should fulfill Criterion A and, in addition, have documented evidence of unusual leadership in support of teaching activities at UCLA or a UCLA affiliated or associated institution and/or favorable local or regional recognition as a result of teaching endeavors.

2. Since the primary mission of the clinical faculty is to teach house staff and students, fulfillment of Criterion A will be considered, with rare exception, a sine qua non for academic appointment or promotion. Rare exceptions include physician-educators who have "taught" the larger medical community through their scholarly writing, participation in continuing medical education, or educational activities involving the media and thereby gained favorable local, regional or national recognition.

3. The difficulty of evaluating fulfillment of Criteria A and B is acknowledged. It is recognized that concrete rules cannot be generated to satisfy every contingency and that expectations for teaching in time and effort may differ across departments. Therefore, a discretionary component is applicable in evaluating fulfillment of these criteria.

4. Accelerated advancement, that is, advancement to the next rank prior to completion of the required number of years at the current rank, is not allowed.