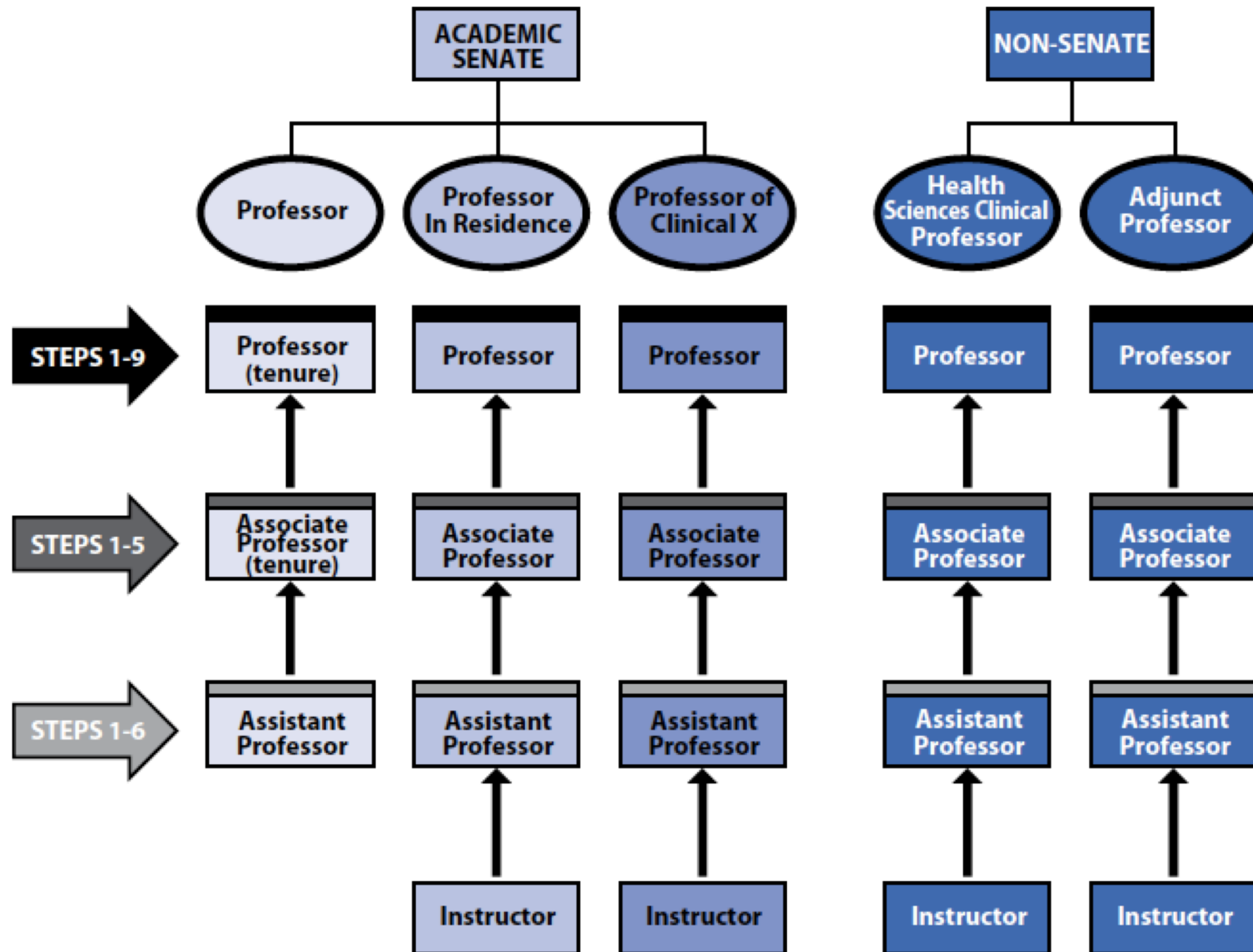


ACADEMIC ADVANCEMENT AT UCSF



Advancement from Assistant Rank

Initial Appointment As	Normal Advancement to Associate Rank (promotion)
Assistant step I	Minimum 6 years - 8 years at rank*
Assistant step II	Minimum 6 years at rank*
Assistant step III	Minimum 4 years at rank*
Assistant step IV	Minimum 2 years at rank*

Advancement from Associate Rank

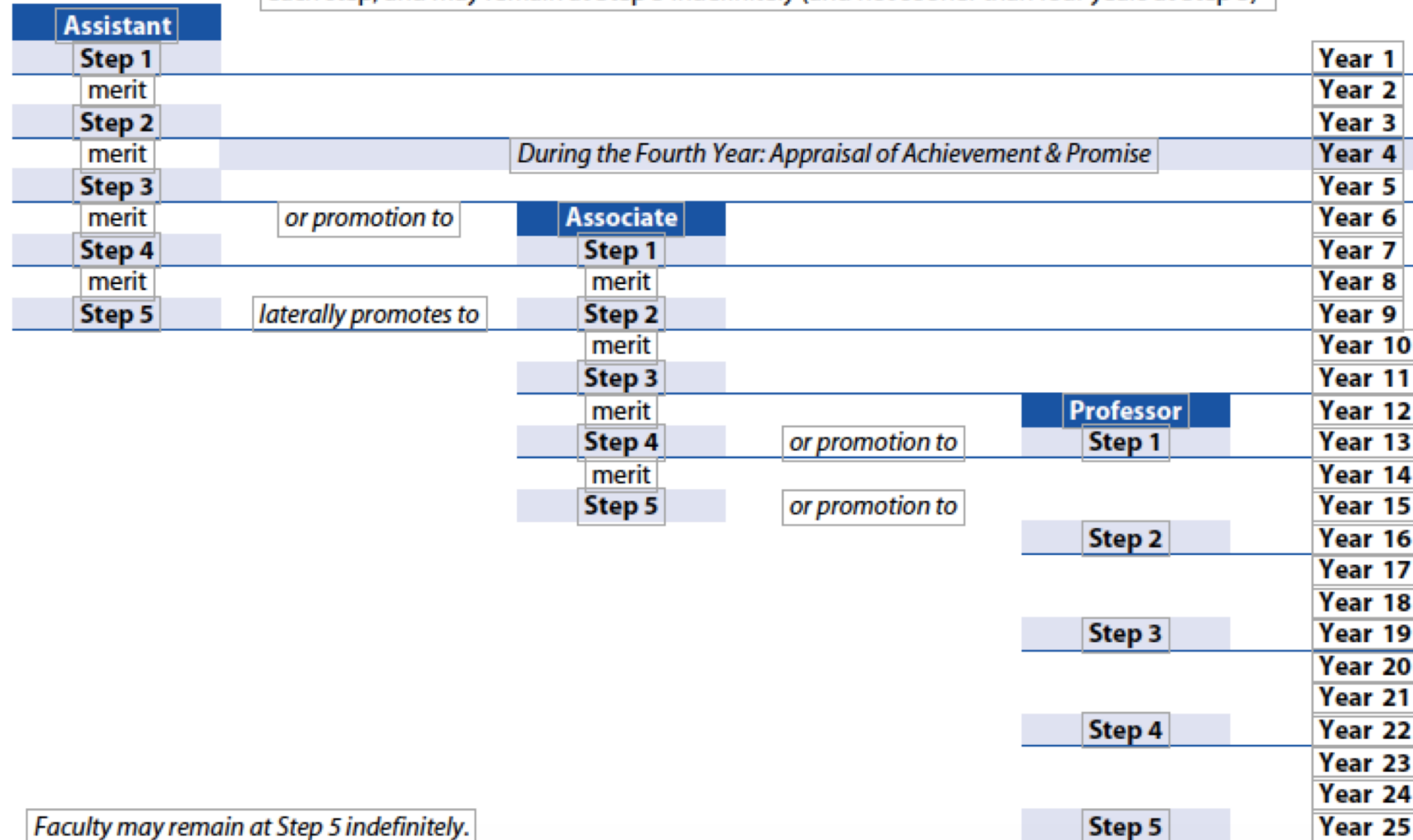
Initial Appointment As or Promotion to	Normal Advancement to Full Rank (promotion)
Associate step I	Minimum 6 years at rank*
Associate step II	Minimum 4 years at rank*
Associate step III	Minimum 2 years at rank*

Advancement at the Full Professor Rank

- Every step is 3 years
- Step 1-9
- Above scale after step 9
- Step 5-6 advancement is the barrier step

Time line for on track advancement

Assistants and Associates spend two years at each step. Full Professors spend three years at each step, and may remain at Step 5 indefinitely (and not sooner than four years at Step 5)



Process of evaluation

- Service Center sends email announcement in spring of each year
- Preparation of CV for submission in My Advance, copy that into your packet
- Teaching evaluations will be uploaded onto your packet
- If promotion, provide references for 5 teaching evaluations, 3 intramural and 3 extramural letters

Who will evaluate my promotion packet?

- Department promotion committee
- Chair signs off
- Dean's office
- Vice Chancellor of Academic Affairs (Brian Alldredge)
- If promotion, acceleration/deceleration ≥ 2 years, Prof step 5-6, AS, then CAP review will be required

What areas am I being evaluated on?

- Teaching/mentoring
- Research/creative activities
- University service
- Professional competence
- Diversity

What are the grades used for evaluation?

- Not applicable
- Needs improvement
- Favorable
- Outstanding

Teaching/mentoring activities

- Includes formal classroom lectures as well as informal teaching in the laboratory or clinical setting. Teaching in continuing education programs is also an important component.
- Mentoring of students, house staff, faculty should be documented (not a one-time advise, but prolonged career or research mentoring). Do not list every single clinical fellow you supervise
- Excellence required for all series except for the adjunct series
- Department average used as the median

Teaching/mentoring activities

- In most cases for the assistant professor level, a rating of favorable is associated with:
- Evaluations from anesthesia residents between the 5th and 50th percentile (academic year 2014/15: 5th percentile for overall teaching was 4.25; 50th percentile was 4.7), and absence of persistent negative comments
- Participate in either formal and/or informal teaching within the department

Teaching/mentoring activities

- A rating of outstanding is associated with one or more of the following:
- Sustained and consistent evaluations that rank above the 50th percentile, with outstanding comments documenting distinguished teaching compared to other faculty.
- Awards for teaching/mentoring (i.e. departmental awards are considered less prestigious than those awarded by the SOM, Medical Center, or professional organizations outside of UCSF).
- **Promotion to Associate Professor and Full Professor:**
- With increasing rank, all activities should increase, usually in number but also in impact and scope.
- In addition to the educational activities expected for the Assistant Professor rank, a variety of contributions to teaching and mentoring activities outside the department are desired.

Research/creative activities

- Old requirement - work needs to be **disseminated either in publications or invited presentations.**
- **Review criteria changed as of July 2018** for the HS Clinical Series: In essence, the term “dissemination” has been removed from the requirement. In place, faculty members need to document their participation in the below areas as evidence of creative activities:
 - Evidence of scholarly or creative activity should be evaluated in the context of the candidate’s academic responsibilities and the time available for creative activity. Campus guidelines may include separate requirements or expectation for various schools or departments. In order to be appointed or promoted to the Associate Professor or Professor rank in this series, the individual’s record must demonstrate contributions to creative, administrative or scholarly activities.

Research/creative activities

- Evidence may include, but is not limited to, the following examples arranged by activity:
 - Education and Training
 - Administrative or Programmatic Leadership
 - Scholarly
 - Mentoring
 - Diversity

University service

- Department/School/Campus/Hospital
- Professional (Local and National)
- UC/System-wide
- Community
- Overall

Professional Competence

- All faculty are expected to hold board certification or its equivalent including subspecialty, relevant to clinical practice
- In most cases, a rating of favorable is associated with:
 - Meeting requirements for CME
 - Clinical competence as noted by clinical colleagues
 - Feedback from colleagues and as reflected from letters of reference if applicable
- A rating of outstanding is associated with a composite of the following:
 - Self-education activities beyond CME requirements (e.g. certification in TEE) obtained during the period of review.
 - Review for professional publications (≥ 2 -3 per year)
 - Invited presentations outside the department (i.e. other UCSF departments, regional meetings)
 - Editorial/reviewer activities
 - Service to professional organizations, or governmental agencies, etc.
 - Honors and awards received during the period of review

Diversity

- Contributions to diversity, equity and inclusion can take a variety of forms, including:
 - advance equitable access to education and outreach at all levels;
 - Public service that addresses the needs of California's diverse population
 - Research in a scholar's area of expertise that: discovers, documents and seeks to understand health disparities and improve the health of vulnerable populations
 - Mentoring/sponsoring/advising of students at all levels: assisting those who are underrepresented in health sciences
 - Teaching: incorporating diversity and inclusion training, health disparity issues, population risk factors, and research findings of URM/disenfranchised groups in core curriculum content,

Diversity

- Clinical care: contributing to promoting health equity, reducing health disparities and improving the health of marginalized, underserved, or vulnerable populations, advance equitable access to education and outreach at all levels
- Service: Participating in programs that include a focus on diversity and inclusion, and increase the participation of historically under-represented groups
- Administration: Developing and utilizing resources and tools that encourage the recruitment and retention of diverse individuals, diversity and inclusion training of learners, faculty and staff.

Clinical X (Anesthesia)

- Review criteria for research/creative activities unchanged, still require dissemination
- Activities can be in the form of invited presentations (podium presentation), or peer reviewed publications
- Department grand rounds lecture/moderator are teaching activities, not creative activities, except when one is invited to another subspecialty grand rounds
- Can be middle author in peer reviewed publications
- Conference abstracts are not peer reviewed publications, belong to conference abstracts section

In residence/ladder rank

- Peer reviewed publications in relatively high impact journals expected.
- Funding not required, but without funding, may be considered to have non-sustainable research programs
- Associate rank needs to demonstrate independence and national reputation
- Professor rank needs international reputation

Adjunct Series

- Appointed if the faculty has an unbalanced portfolio, for example no teaching responsibilities, or no University service
- Some departments appoint research faculty to this series, the expectation is that when they receive peer reviewed funding as an independent investigator, then switch to a different series

Acceleration

- Not on time advancement
- Needs to be timed – not at merit increase, step vs promotion
- One year vs. multiple years
- Require outstanding achievements in one or more areas
- Also needs to be excellent in the other areas
- Consecutive accelerations not typically approved
- 2 or more years go automatically to CAP, or acceleration over a rank also goes to CAP

Deceleration

- Not following the time line for submitting a packet for advancement
- 2 or more years of deceleration automatically goes to CAP for review
- 5 year appraisal for promise, vs appraisal if no packet submitted

Summary

- If you are in the right series, you will be promoted
- Don't focus so much on acceleration, or compare your portfolio with another faculty
- Update your CV regularly, show it to your mentor or a member of the department promotion committee
- Talk with your mentor at least twice a year
- Everyone should have an academic mentor regardless of rank

Department Resources

RESOURCES

[Anesthesia QI Reporting](#)

[Adult Critical Care M&M](#)

[ZSFG QI Reporting](#)

[VASA](#)

[APeX](#)

[CaseView](#)

[ICU List](#)

[IT Help](#)

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Internal Resources

Apply

Academic Resources

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Academic Affairs

[Merit & Promotion](#)

[Read More](#)

Department Resources

Merit & Promotion

Official UCSF Resources

[Academic Affairs Site](#)

[UCSF Criteria for Advancements - Faculty Series](#)

[UCSF Guidelines for Accelerated Advancement](#)

[A Faculty Handbook For Success](#)

[Downloadable Template for CV](#)

[Educator's Portfolio Template](#)

Departmental Resources

[Anesthesia Guidelines for Merit and Promotion](#)

[University Service - Anesthesia Committees Roster](#)

QUESTIONS?