

Academic Advancement at UCSF

A Guide for New and Existing Faculty

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Academic Series

- Ladder Rank (tenured faculty, very few positions available in our department, used for recruitment/retention)
- In Residence
- Clinical X (Clinical Anesthesia in our department)
- Health Science Clinical Series (most of our faculty)
- Adjunct Series (often exempt from otherwise required activities depending on role)
- Clinical Instructor (new graduates without fellowship)

At the time of hire, faculty are appointed into one of these series.

Change of series is possible and is required to be reviewed by Departmental Merits and Promotions Committee, the Deans Office as well as Committee on Academic Personnel

HS Clinical and Adjunct series are considered non-senate series

Academic Ranks

- Clinical Instructor (new graduates without fellowship)
- Assistant Professor (fellowship or clinical experience)
- Associate Professor
- Full Professor

Clinical instructors are not considered an academic appointment, meaning number of years in this role doesn't lead to promotion/acceleration at the assistant level

Academic Steps

- Assistant Professor (Steps 1-6)
 - Minimum of 6 years required for promotion to associate professor
 - No more than 8 years
- Associate Professor (Steps 1-5)
 - Minimum of 6 years required for promotion to full professor
- Full Professor (steps 1-9, and then above scale)

There are multiple steps within each rank

For assistant and associate ranks, 2 years at each step

For full professor, 3 years at each step

Merit increase vs. Promotion

- Merit increase is advancement in steps within each rank
 - Going from Step 1 to step 2, or step 2 to step 3 at each rank
 - Every 2 years for assistant and associate rank
 - Every 3 years for full professor rank
- Promotion is advancing from one rank to the next
 - Going from assistant to associate or from associate to full professor

For example, a faculty member hired as assistant professor step 1 will typically be up for promotion to associate professor after 6 years, and up for promotion to full professor after an additional 6 years.

Faculty Hired at Assistant Step 2 or above

Initial Appointment As	On-time Advancement to Associate
Assistant Step I	Minimum of 6 years (max 8 years)
Assistant Step II	Minimum of 6 years at rank
Assistant Step III	Minimum of 4 years at rank
Assistant Step IV	Minimum of 2 years at rank

Faculty hired at Assistant Professor step 2 typically go to step 4 prior to promotion (6 year as assistant). Being hired at Step 2 doesn't mean the faculty member will get promoted faster.

Being promoted in less than 6 years is considered an acceleration and requires specific justification. Prior academic appointment at another institution as an assistant professor for the corresponding number of years is considered a justified reason for early/accelerated promotion. Additional fellowship, training years, and clinical instructor years do not count.

For example, if a faculty member is appointed as assistant step 2 after two years of prior appointment at this rank at another institution, they will be eligible for promotion after 4 years and the justification for acceleration will be prior appointment at assistant rank. In total, the faculty member will have served 6 years at assistant rank (2 years prior to UCSF, and 4 years at UCSF).

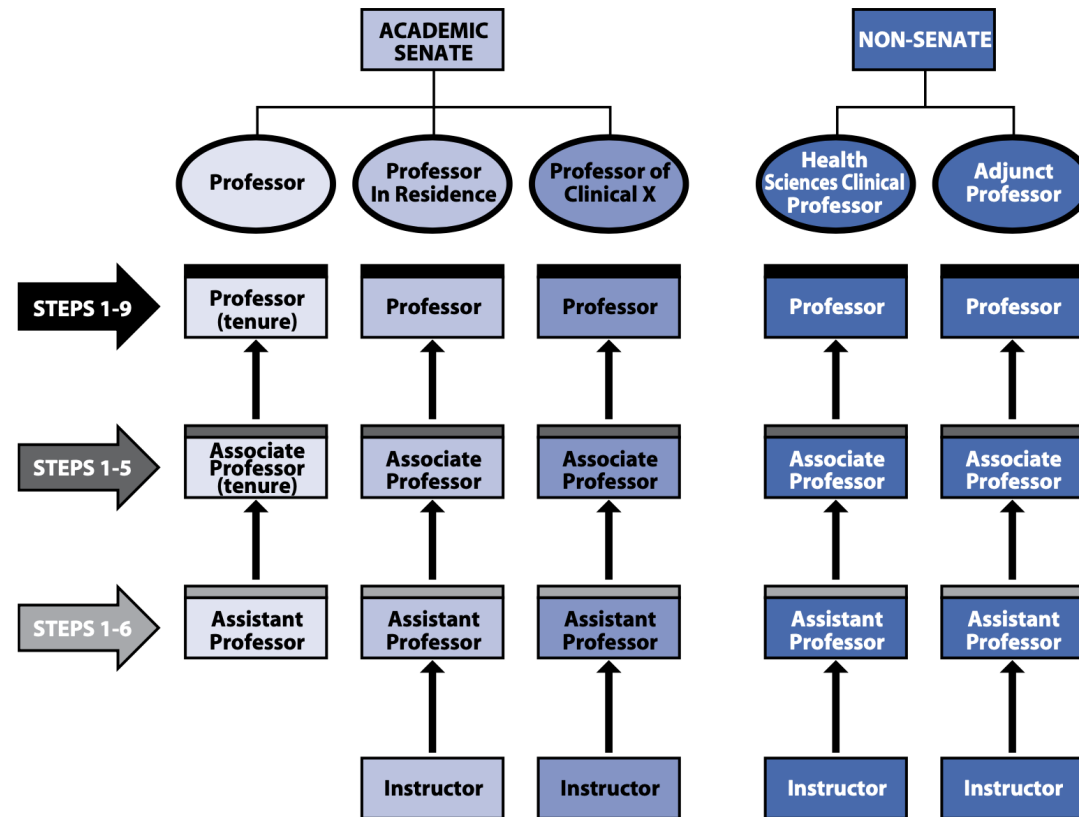
Advancement from Associate Rank

Initial Appointment As or Promotion to	On-time Advancement to Associate
Associate Step I	Minimum of 6 years at rank
Associate Step II	Minimum of 4 years at rank
Associate Step III	Minimum of 4 years at rank

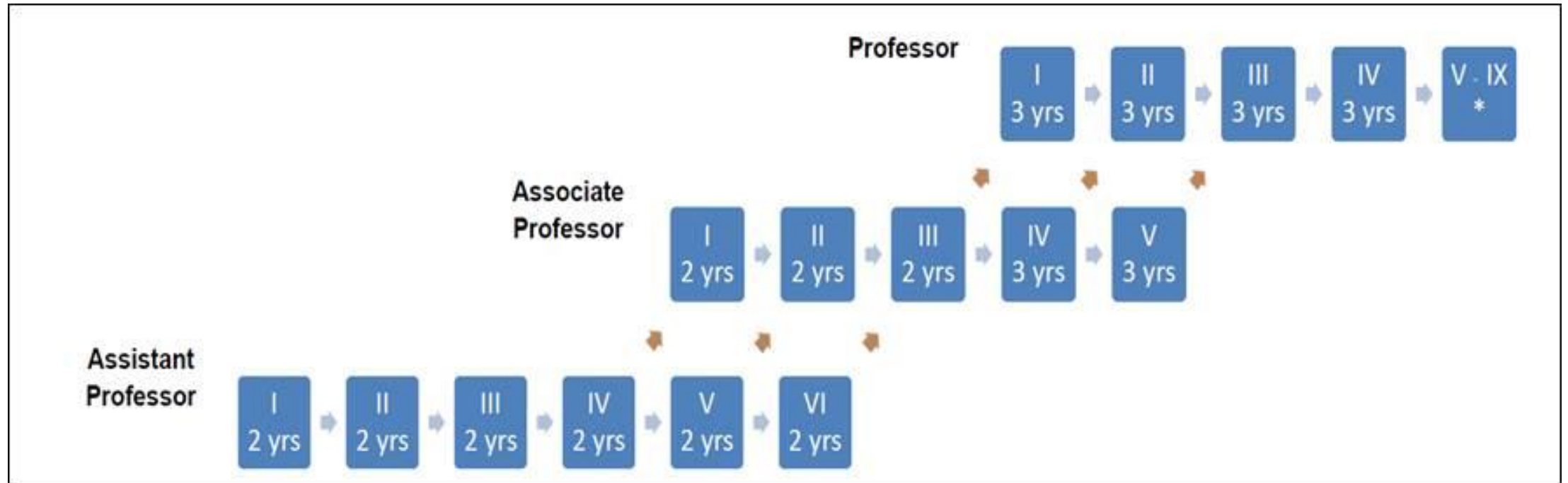
Use of Steps 4 and 5 at the associate level requires explanation/justification by department.

Overview of Series, Ranks, and Steps at UCSF

FIGURE 1: PATHWAYS OF THE SERIES AT UCSF



Timeline for 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.

TIMELINE FOR ON-TRACK ADVANCEMENT	
Assistant	
Step 1	
merit	
Step 2	
merit	
Step 3*	
merit	
Step 4*	
	Associate
	Step 1
	merit
	Step 2
	merit
	Step 3**
	Professor
	Step 1
	Step 2
	Step 3
	Step 4
	Step 5
	Step 6
	Step 7
	Step 8
	Step 9
	Above Scale

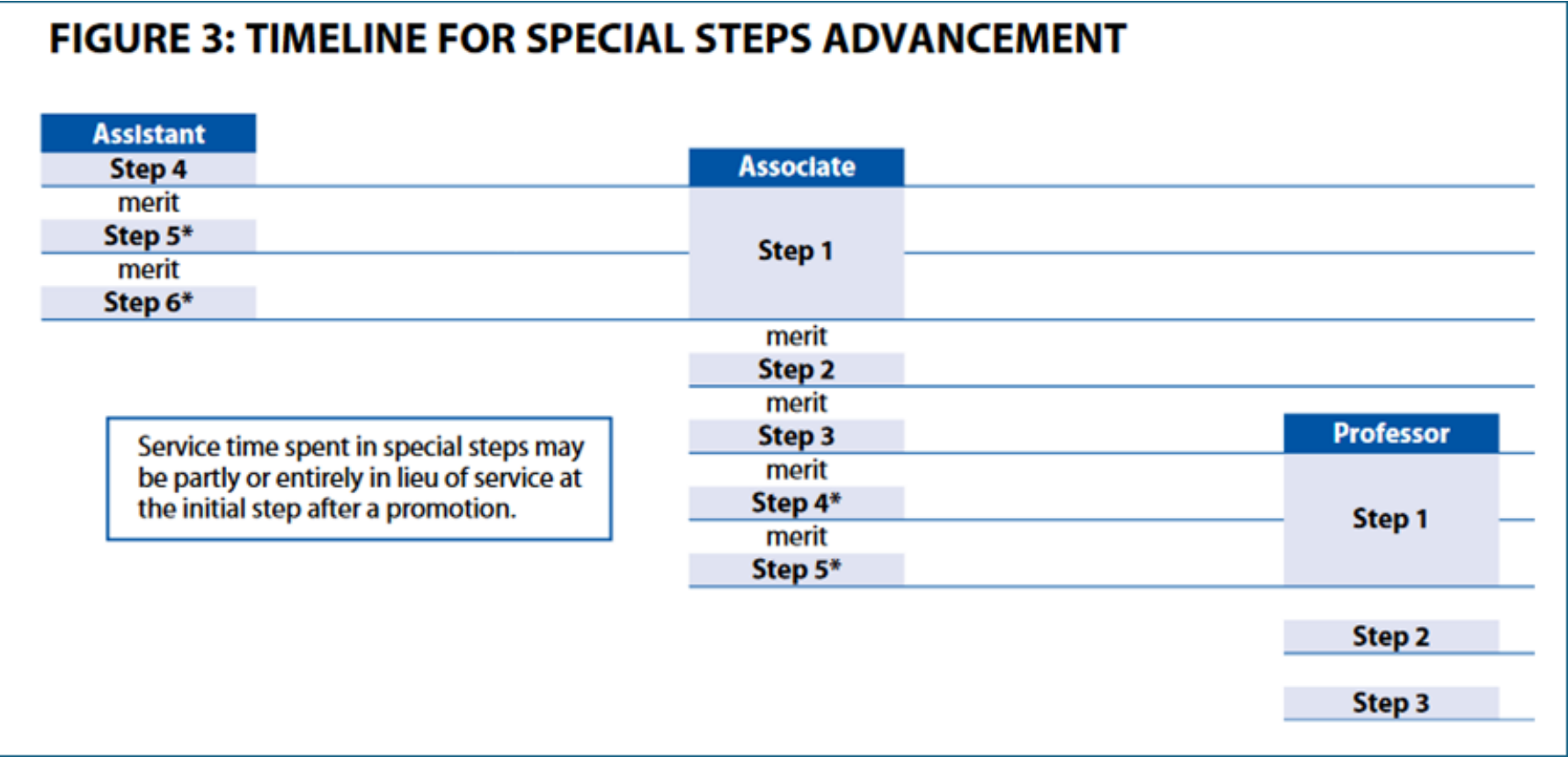
Timeline for special steps advancement–Assistant Professor, Steps 5 or 6, or Associate Professor, Steps 4 - 6–please see Figure 3 (page 11).

Faculty may remain at Step 5 indefinitely.

Advancement to Step 6 may occur after a minimum of three years at Step 5.

See [APM 220 18 b.\(4\)](#) for criteria for advancement to Step 6 and Above Scale.

Timeline for Special Steps Advancement



Process for Advancement

- Email sent out every Spring to faculty (April)
- Packet created by faculty (late June, strict deadline set by Dean's office)
- Departmental Review/drafted Chair letter (September – January)
- Review by Department Chair (September – January)
- Review by Dean's Office
- Review by CAP (deadline for CAP packets in December)
 - only for promotion,
 - 2-year or more accelerations or consecutive accelerations
- Review by Vice Provost for Academic Affairs

Process for Advancement

- Email sent out every Spring to faculty eligible for advancement (both merit increase and promotion) in the July of the following year. (Yes, about 15 months ahead of time)
- Update/upload CV

Your CV in “Advance” is a tool for department/Dean’s office/CAP to review your file.

It is not meant to be a creative outlet.

Need factual/data/accomplishment, not philosophical views.

Please don’t be offended if we ask for corrections.

There are specific formatting rules/places where items belong.

Please take updating your CV seriously.

We have had packages rejected for not having an updated/corrected CV.

Process for Advancement

- Uploaded CV
- Teaching evaluations from MedHub will be uploaded automatically from residents/students
 - If you have specific teaching evaluations outside students/residents, it can be uploaded
- Faculty going for promotion (not merit increase) need 5 teaching/mentoring letters, 3 intramural, and 3 extramural letters
 - Intra/extramural referees need to be at least at the step you are going into
 - Rarely, letters from industry/non-academic titles can substitute but not all letter can be from outside academia
 - Please ask your referees prior to listing their information

Process for Advancement

Once packet is created with CV/letters/supporting documents:

Departmental Merits and Promotions Committee Review

- 9-12 faculty members from Department

- Associate Professor or higher

- Representatives from various series

- Representatives from various sites

- Promotion cycle meetings (September through January)

Criteria for Advancement

TABLE 1: CHARACTERISTICS OF VARIOUS FACULTY SERIES

	PROFESSOR	IN RESIDENCE	CLINICAL X	HEALTH SCIENCES CLINICAL ¹	ADJUNCT
Teaching/Mentoring	Essential	Essential	Essential	Essential	See Note ²
Research/Creative Work	Essential	Essential	Essential ³	Important	See Note ²
Professional Competence & Activity	Essential	Essential	Essential	Essential	See Note ²
University/Public Service	Essential	Essential	Essential	Important	See Note ²
Appraisal of Achievement & Promise	Yes ⁴	Yes ⁴	Yes	No	No
Eligible for Tenure	Yes	No	No	No	No
Senate Membership	Yes	Yes	Yes	No	No
Sabbatical Leave	Yes	Other ⁵	Other ⁵	No	No
Limitations on Years of Service	8 Years at Assistant	8 Years at Assistant	8 Years at Assistant	None	None ⁶
Percent Time	100% ⁷	100% ⁷	100% ⁷	0-100%	0-100%
Primary Compensation Source	Extramural grants + State FTE	Extramural grants of Affiliate Sources	Clinical income + extramural grants	Clinical income	Non-state intramural funds & extramural grants
Appointment Length	Open-ended	Open-ended ⁸	Open-ended or termed ⁹	Termed	Termed

¹ Variation exists between schools and departments in the weighting of criteria.

² Criteria for promotion of faculty in the Adjunct series can vary depending on the role expected of each individual.

³ Faculty in the Clinical X series are expected to have creative achievement; however, these are subject to different criteria than the creative achievements expected of Professor and In Residence faculty members (APM 21). Creative achievements may be given less weight than teaching and professional competence.

⁴ A formal Appraisal of Achievement and Promise is conducted midway through the Assistant Professor years to alert faculty to their likelihood of promotion to Associate Professor and to summarize their academic strengths and weaknesses.

⁵ Faculty members in the In Residence and Clinical X series are not entitled to state-funded sabbatical leave, but are eligible for professional development leave. Professional development leave varies among departments.

⁶ Only at UCSF. If transferring to another campus, the 8-year rule is imposed.

⁷ During limited periods, the percent effort can be decreased with permission from the Department Chair, the School Dean, and the Chancellor. However, your UCSF percent effort must represent your total professional commitment.

⁸ Faculty appointed after July 1, 2000 do not have an end date, but any In Residence faculty may be converted to a termed appointment (i.e. an appointment with an end date) due to budgetary reasons, programmatic change, and/or lack of work.

⁹ Faculty in the Clinical X series appointed as Assistant Professors have a termed appointment, i.e., an end-date has been specified. Associate Professor and Professor appointments may be open-ended or termed.

Criteria for Advancement

- Teaching and Mentoring (from CV/letters/MedHub)
Expected from all series except some adjunct faculty
- Research and Creative Activity (from CV/letters)
- Professional Competence (from CV)
- Service (from CV)

Departmental Merits and Promotions Committee Criteria and Scoring

Criteria

- Teaching and Mentoring
- Research and Creative Activity
- Professional Competence
- Service

Scoring Scale

- Outstanding
- Favorable
- Needs Improvement
- Not applicable

Departmental Merits and Promotions Committee drafts the chair letter

Faculty can get merit increase/promotion with any score.

Needs improvement mark requires communication with faculty documented in chair letter

Criteria for Advancement

- Teaching and Mentoring
 - Expected from all faculty (except some adjunct faculty)
 - Qualitative and Quantitative Evaluation
 - Resident/Fellow/Student teaching scores from MedHub
 - Review of all comments in MedHub
 - Teaching and Mentoring letters if requested/submitted
 - Non-clinical faculty should request letters
 - Faculty with very few evaluations should request letters
 - Objectively (teaching score distribution is imported from MedHub)
 - top 50th percentile – Outstanding
 - 5th to 50th percentile – favorable
 - Bottom 5th percentile – needs improvement
 - Comments/Letters/Quantity can bump up the score if borderline

Criteria for Advancement

- Research and Creative Activity
 - Highly dependent on series and rank
 - In Residence requires **funding/publication**
 - K grant or equivalent and publications for promotion to associate
 - R01 or equivalent and publications for promotion to full professor
 - No strict publication numbers defined
 - Impact factor, journal, 1st and senior authorship
 - Clin X requires significant **dissemination**
 - Publications/books/national and international presentations
 - HS Clinical requires creative activity (dissemination is NOT required)
 - Posters/case reports at regional/national meetings
 - Newsletters, web publications, pamphlets, patient education material, ERAS, etc
 - QI work (must show work, keeping track of outcomes, not just member of QI committee)
 - Curriculum development (not just teaching/AED/creating a talk)
 - Please ask if you are wondering about your specific creative work

Criteria for Advancement

- Professional Competence (professional reputation)
 - How well are you known outside our department/UCSF/Region?
 - Invited podium presentations outside our department
 - The chair letter includes
 - board certification
 - fellowship and subspecialty training/clinical expertise
 - Looking for visibility outside our department in your area of expertise

All clinical faculty are expected to be clinically competent (need more)

Anesthesia Department Grand Rounds/M&M is considered teaching, not an invited presentation

Presenting a poster at a national meeting doesn't count unless it's in a main session (not a poster session)

Moderating sessions are considered invited presentations

Presenting to an audience outside Anesthesia department at UCSF is an invited regional presentation

Criteria for Advancement

- Professional Competence (professional reputation)
 - Assistant Professor
 - Clinical expertise, board certification, additional training
 - Expertise as noted by colleagues/letters if applicable
 - Review for professional publications
 - Invited presentations
 - Honors/awards
 - Associate/Full Professor
 - Contribution to publications, editor/section editor
 - National/International Invited Presentation
 - Visiting Professorship

Criteria for Advancement

- Service– required for all series except adjunct
 - Professional societies/Government
 - UC-wide (committees where you represent UCSF among other UCs)
 - UCSF/Hospital/Campus/academic senate
 - Schools (Medicine, Nursing, Pharmacy, Dentistry)
 - Departmental Service
 - Community Service

If you are given a role/title and get a %FTE, the role is not considered service

Teaching is not service (AED, lectures and coaching for residents/students is teaching)

Letter of Recommendation

- Teaching and mentoring letter
 - From students/residents/fellows/junior faculty/graduate students
 - Typically, 5 letters
- Intramural/Extramural letters
 - Referees should be at least at the rank you are going into
 - Intramural letters are from within UCSF
 - Extramural letters should be from academic faculty
 - They don't have to be aware of your current practice, but be willing to look at UCSF criteria for promotion and your CV and make a recommendation

Accelerations/Decelerations

- Any time delay in merit increase or promotion is considered a deceleration in "Advance"
 - Failure to submit a packet will lead to a deceleration
- Any merit increase or promotion a year or more before it's due is considered an acceleration
 - Accelerations require specific justification, often self-nominated
 - Must be outstanding in all categories under review
 - All UCSF Faculty are expected to be outstanding
 - Accomplishments above and beyond expectations AND above and beyond peers based on series and rank (top 3-5%)

Criteria for Acceleration

- Sustained service in time-intensive committees
 - 3 years of service fully completed in one of the following
 - School of Medicine Admissions Committee (not interview committee)
 - IRB/CHR
 - IACCU (animal research committee)
 - Committee on Academic Personnel
- Department of Anesthesia Hamilton Teaching Award
 - Single faculty member nominated by residents annually

Acceleration Qualifications

- Award-based accelerations
 - Award must represent the opinions of a large group
 - Award must be given to a single or very few people
 - Some awards can help towards an acceleration but won't qualify alone
- There must be a very specific reason/qualification/category
 - Saying "I'm good at everything" is not sufficient
 - Doing more than what the series requires does not qualify
 - Getting a grant while being in HS Clinical series doesn't qualify
 - Publishing papers in HS Clinical series doesn't qualify
 - Doing more than the job requires doesn't qualify

Acceleration Qualifications

	Encouraged to Apply	May be eligible	Unlikely to qualify
Teaching and Mentoring Awards	UCSF Kaiser Teaching Award	Department of Anesthesia Miller Award	Academy of Medical Educators Teaching Award
	Induction into Academy of Medical Educators	UCSF Colleague of Nursing Award	Department of Anesthesia George Gregory Teaching Award
	UCSF Lifetime Mentoring Award	UCSF Long-Term Mentoring Award	
	Academic Senate Distinction in Teaching Award	UCSF SOM Bridges Curriculum Award	
	Academic Senate Distinction in Mentoring Award		
	Department of Anesthesia Hamilton Award		

Acceleration Qualifications

	Encouraged to Apply	May be eligible	Unlikely to qualify
Service Awards	Completion of 3 years on CAP, IRB, IACCU, SOM Admissions Committee	Caring Wisely Award	Blue Ribbon Award
	UCSF Exceptional Physician Award	SOM Exceptional Volunteerism/Public Service Award	
Research Award	Election to National Academy of Medicine, Association of American Professors		Patrician Sanders Award
	Election as a Fellow to the American Academy for Advancement of Science		RAP grant
	ASA Award for Excellence in Research		
	Outstanding Research Productivity/Grant Funding above and beyond all peers		

- We want you to succeed
- Promotion Process is not a black box
- Please reach out to me directly (email/text)
 - If you have questions about the process
 - Wondering if you have enough for promotion/acceleration
 - Need help with CV
- I am happy to meet with every single faculty member