Department of Clinical Pharmacy Guidelines to Faculty and Review Committees which advise on appointment and advancement for Without Salary (WOS) faculty in the Clinical Professor Series

A minimum of six years within each of the ranks at the Assistant and Associate levels is expected. However many WOS faculty, because of the limited opportunity for contact with students or because of their job requirements may require more than the minimum 6 years to advance from one level to the next.

Teaching. Excellence in this area is reflected by (1) outstanding teaching evaluations, awards, or letters of support from peers who have observed the candidate's effectiveness as a teacher, or (2) development and design of educational programs or courses for the University or professional organizations. Criteria that are used to identify the candidate's teaching effectiveness include: command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; the extent and skill of the candidate's participation in the general guidance and advising of the students. In addition, the clinical teacher should be successful in applying knowledge of basic health science and clinical procedures to the treatment and care of a patient in a manner that will not only assure the best educational opportunity for the student, but also provide high quality care for the patient. For promotion to the Professor rank, the candidate should be recognized as an outstanding clinical teacher. An annual minimum of 50 hours devoted to teaching is required for appointment in this series.

- Student Evaluations of Teaching (SET's or letters) must be available and represent a substantial and sustained contribution to the teaching program.
- Instruction must be for UCSF pharmacy students, fellows, or residents. The instruction of non-UCSF students or other evidence of teaching can be used in support of, but not in lieu of, the requirement for instruction of UCSF pharmacy students or residents.

Professional Competence and Activity. Candidates should be engaged in exemplary and progressive pharmacy practice and serve as models of the practice approaches that they are teaching students. Excellence in this area can be substantiated by a leadership role in/ at the practice site which provides exceptional educational experiences for pharmacy students. The CV should document that the candidate is making sound and important contributions to patient care.

- At the Associate Clinical Professor level, internal and local professional competence is required (e.g., in-service presentations, development of new programs, service on institutional extra-departmental committees, active participation in professional associations.
- Sustained membership in professional association(s) is required.
- At the level of Clinical Professor, statewide or national external evidence of professional competence is required. External evidence of professional competence (e.g., invited lectures, reviewer for professional journals, consultancies, specialty board certification) is required.

Creative Activity and Scholarship (Note: Scholarship represents Creativity that is exported beyond the borders of the practice site). Many faculty in the health sciences devote a great proportion of their time to the inseparable activities of teaching and clinical services and, therefore, have less time for formal creative work than most other scholars in the University. Thus, the quantitative productivity level achieved by a faculty member should be assessed realistically, with knowledge of the time and institutional resources allotted to the individual for
creative work. Nevertheless, those who are promoted within this series in the School of Pharmacy are expected to be creative and innovative practitioners and teachers.

- At the Associate Clinical Professor of Pharmacy level, evidence of creative activity (e.g., innovative services, newsletters, patient information packets, poster presentations) is required.
- At the Professor level documented creativity and scholarship (e.g., newsletters with a professional and scholarly focus; evaluation of effectiveness of unique services; published articles, reviews, letters to the editor, poster presentations) are required. At the rank of Professor, the level of activity should be sustained and represent a continuing and ongoing level of creativity/scholarship with dissemination outside the borders of the practice site or institution. As a guideline, some type of creativity and dissemination every two years is expected so that at the time of appointment to the rank of Professor a minimum of six examples of the faculty’s best disseminated work is required. Dissemination of the same work (i.e., multiple posters of the same material at different forums) will be considered as one creative activity, but work that is taken to a higher level (e.g., poster and then publication of the same material) will be considered as separate scholarship entities.

**University and Public Service.** To advance in this series, the candidate should be actively and effectively involved in the affairs of the institution/practice site. In addition, the WOS faculty are expected to contribute to the Department and School through their support of the teaching program. Both the amount and quality of service by the candidate should be evaluated, paying particular attention to the service, which is directly related to the candidate’s professional expertise and achievement. Evidence of achievement in this area is demonstrated by active participation in departmental and institutional committees; in professional, scholarly, scientific, educational, and governmental organizations; and service to the community and general public which relates to the candidate’s professional expertise in health, education, research and practice.

- At the Associate level, the faculty member’s contribution to the teaching program and to the institution or practice site must meet the requirement for University and Public Service and must have been sustained.
- At the rank of Clinical Professor the faculty member is expected to be an active participant to the UCSF pharmacy program and a leader in the profession. Active participation in governance internally (e.g., committee service within the department) and externally (e.g., institutional, professional, scholarly, scientific, educational, governmental or general community agencies and organizations) are required and must be related to the candidate’s professional expertise in health, education, research and practice. In addition, this participation in university, institutional, and professional organizations should reflect a long-standing commitment.

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