

## **GUIDELINES FOR APPOINTMENTS AND PROMOTIONS IN THE CLINICAL PROFESSORIAL SERIES IN THE SCHOOL OF MEDICINE**

Appointees in the Clinical Series teach the application of basic sciences and clinical procedure to clinical practice in all those areas concerned with the care of patients. Several types of individuals may be appointed to the Clinical Series. Most, but not all, will be physicians and, of these, most will have completed their Specialty Board training; some other individuals who participate in patient care, do not have the M.D. degree (i.e., Clinical Psychologists). In addition, there are two major divisions in the Clinical Professorial Series based on whether the individual is salaried (Salaried Clinical Series), or serves as a volunteer non-salaried faculty member (Clinical Series Without Salary).

### **A. Salaried Clinical Series**

A principal factor for appointment and promotion in the Salaried Clinical Series is a particular competence appropriate to the clinical specialty. Candidates should have a record of active participation and excellence in teaching and clinical care activities. It must be emphasized that merit and accomplishment rather than time in grade are the major factors determining the rate of advancement. Instructors will normally serve for one or two years, Assistant Professors for six to eight years and Associate Professors for six years. At the Assistant and Associate levels merit reviews are carried out every two years, and every three years at full Professorial rank. However, there is no reason why a clinical faculty member of exceptional ability should not be merit advanced or promoted more rapidly.

Exemplary professional practice, a strong commitment to teaching, supervision of training and health care programs, and administration of health care facilities should comprise a substantial portion of the academic effort of Salaried Clinical Series faculty members. These are essential contributions to the mission of the University and will be weighed heavily in decisions on academic advancement (comparable to research activities in the Tenure or in Residence Series). Since Salaried Clinical Series faculty are required to devote a major part of their time to teaching and clinical service, they have less time for formal creative work than most scholars at the University. However, they are encouraged to utilize their clinical experience as the basis for clinical research and other creative work. Finally, faculty in this series should be actively and effectively involved in University and public service by participating in the affairs of the department, school, hospital, profession and community.

For appointment at the Clinical Instructor level, individuals holding the Doctor of Medicine degree will normally have fulfilled the formal academic requirements for certification by an American Specialty Board, but need not have taken the examination or fulfilled the practice requirements (i.e., board eligible). An appointment as Clinical Instructor is to be viewed as an interim appointment during which time the appointee and the Chair of the Department will mutually evaluate their agreements and expectations. There is a two year limit of service in the salaried Clinical Instructor title.

For appointment at or promotion to the Assistant Clinical Professor level or higher, individuals holding the Doctor of Medicine degree should normally be certified by the appropriate Specialty Board of their discipline, or the foreign equivalent, but in the case of exceptional merit, this normal requirement may be waived.

Appointment at or promotion to the rank of Associate Clinical Professor should be reserved for individuals who are excellent teachers and have demonstrated a high degree of professional competence. Physicians and other health care professionals at the Associate rank will normally have achieved regional recognition as a referral physician and/or consultant. Evidence of creative achievement, as demonstrated by the development of innovative programs in health care, professional practice, teaching and training, or in transmitting knowledge in a body of publications will strengthen the proposal for promotion. Review committees will also evaluate the amount and quality of the candidate's University and public service (e.g., participation in the affairs of the department, school, hospital, profession and community).

Appointment at or promotion to the rank of Clinical Professor is normally reserved for individuals who have a reputation for outstanding competence within a clinical specialty in the areas of teaching and professional activities. The candidate may have a leadership role within the institution, department or hospital, receive nationwide referral patients, or serve on specialty boards and/or professional societies. In addition there should be some evidence of creative achievement, and a strong commitment to University and public service. Advancement from Clinical Professor Step 5 to Step 6 will be granted only on evidence of continuing great distinction in both University teaching and professional competence, in addition to outstanding accomplishment in any of the areas listed above as evidenced by national or international recognition.

**B. Clinical Series Without Salary (WOS), i.e., Volunteer Clinical Faculty**

Members of the Clinical Series Without Salary (volunteer clinical faculty) must spend a minimum of 50-75 hours annually teaching UCSF students, residents and/or fellows at the Medical Center or at other hospitals. Exceptions to this rule will be permitted only in rare instances, and the reasons for each exception must be carefully and fully documented. Attendance at grand rounds, seminars and the like on a non-participating basis, which is part of a faculty member's own continuing education, should not be counted as part of this time commitment. Volunteer clinical faculty should be highly effective clinical specialists and teachers, but not necessarily academically distinguished. Instructors (WOS) will usually serve for two years, Assistant Clinical Professors (WOS) for eight years and Associate Clinical Professors (WOS) for six years, although promotion is not automatic. Excellence in teaching and clinical care activities are more important than time in grade for determining the rate of advancement. Since this series is unsalaried, there are no merit or step advances at two/three years intervals.

**Volunteer Clinical Faculty—Summary of criteria:**

| <b>Rank</b>             | <b>Minimum Criteria</b>   |
|-------------------------|---|
| Clinical Instructor     | Board eligible; 50-75 hours of teaching/yr; normal service at rank = 2 years  |
| Assistant Clinical Prof | Board certified; 50-75 hours of teaching/yr; normal service at rank = 8 yrs   |
| Associate Clinical Prof | Board certified; high degree of clinical competence; 50-75 hours of teaching/year; normal service at rank = 6 years   |
| Clinical Professor      | Board certified; evaluations documenting excellent teaching; 50-75 hours of teaching/year.  |
| Clinical Prof Emeritus  | Only faculty retiring from highest rank (i.e., clinical professor) may be proposed for Emeritus status. Must have record of distinguished teaching, clinical competence, and service to the department. |