

UCSF Campus Guidelines
**Step Requirements for Without Salary Appointments
and Part-time Non-Senate (50% or less) Appointments**

Background: These guidelines are being issued to ensure that steps are added to OLPPS as appropriate for WOS and part-time appointments. In addition to facilitating accurate reporting, the consistent use of steps is important for the on-line academic systems currently in development:

- steps are required by the Advance system in order to calculate the next eligible action
- steps are required by the MPM (electronic PAF) application for paid appointees in order to ensure compliant use of DOS codes and salary rates

Appointment Type	Title Codes	Step required?	Review Process
Without Salary UCSF Appointment (WOS) Paid by Affiliates (Affiliates include VAMC, Gladstone and HHMI)	FY - Various	Yes	Normal merits and promotions identical to regular full-time paid faculty appointments
Volunteer Clinical (aka “true volunteer”)	2017 (Full) 2037 (Assoc) 2057 (Asst) 2077 (Instr)	No	Promotions only, every 5-10 years per APM 279
HS Clinical – FY-WOS (without salary) (Includes MSP appointees and other paid titles as their primary appointment)	2010 (Full) 2030 (Assoc) 2050 (Asst) 2070 (Instr)	No	Promotions at discretion of Department
Adjunct – FY-WOS (without salary) (Could be entirely without salary or have other paid titles as their primary appointment)	3259 (Full) 3269 (Assoc) 3279 (Asst) 3287 (Instr)	No	Promotions at discretion of Department
Adjunct – FY or HS Clinical – FY paid 50% time or less	3259 (Full) 3269 (Assoc) 3279 (Asst) 3287 (Instr) 2010 (Full) 2030 (Assoc) 2050 (Asst) 2070 (Instr)	Yes	Eligible for normal merits and promotions (for guidance, please refer to APM 220-10)
Joint Appointments (without salary) (primary paid faculty appointment in another department)	FY – Various	Yes*	Review process is lead by the primary academic department.

*Rank and step should match the rank and step of the primary academic department.