An Insider’s Guide to Advancement and Promotion at UCSF
Thursday, October 23, 2008 /1-3 p.m.

FACILITATOR
Sally Marshall, PhD
Vice Provost
Academic Affairs,
Faculty Development and Advancement
Chair, Chancellor’s Council on
Faculty Life (CCFL)

PANELISTS
Donna Ferriero, MD
Vice Dean
Academic Affairs
School of Medicine

Christine Miaskowski, RN, PhD, FAAN
Associate Dean
Academic Affairs
School of Nursing

Renee Navarro, MD, PharmD
Associate Dean
Academic Affairs
School of Medicine

Brian Alldredge, PharmD
Associate Dean
Academic Affairs
School of Pharmacy

Caroline Damsky, PhD
Associate Dean
Academic Affairs
School of Dentistry
Managing conflict
March 2009

Time management
Summer 2009

For more information, visit http://academicaffairs.ucsf.edu/
**INTRODUCING** a new series sponsored by the Chancellor’s Council on Faculty Life (CCFL): Wellness Grand Rounds. Wellness Grand Rounds consists of lectures and/or workshops and is one of CCFL’s initiatives to create a supportive work environment for faculty. Some lectures will introduce faculty to wellness-oriented programs. For additional information please contact Melanie Fisch at 415/514-0421 or melanie.fisch@ucsf.edu.

**Wednesday, September 17, 2008, Noon-1:00 pm, HSW 302 Parnassus**
Simulcast to 600 16th Street, Genentech Hall, Room S 261

**Why Zebras Don’t Get Ulcers and Faculty Do: Stress and Health**

Robert M. Sapolsky, PhD
John A. and Cynthia Fry Gunn Professor, Dept. of Biological Sciences,
Stanford University Depts. of Neurology and Neurological Sciences and of Neurosurgery

Acclaimed neuroscientist and author Dr. Robert Sapolsky will lecture on understanding the adaptive physiological benefits of activating the stress-response in reaction to short-term physical stressors. The mechanisms by which the stress-response, if activated chronically for psychogenic stress, can increase the risk of disease will also be discussed, as well as the broad features of successful stress management. All faculty will benefit from this dynamic lecture.

**Wednesday, January 21, 2009**
Noon-1:00 pm
Room TBA, Parnassus

**Mindfulness and Well-Being**

Kevin Barrows, MD
UCSF Health Sciences
Assistant Clinical Professor of Family and Community Medicine and Director of Mindfulness Programs, UCSF Osher Center for Integrative Medicine

**Wednesday, October 1, 2008, 12:15-1:15 pm, HSW 302, Parnassus**

**Retraining the Brain for Resiliency and Joy**

Laurel Mellin, MA, RD
Director, Developmental Skills Training Center for Excellence, UCSF Center for Health and Community and UCSF Associate Clinical Professor of Family and Community Medicine and Pediatrics

Laurel Mellin introduces a novel intervention, Developmental Skills Training (DST), that provides faculty with practical tools to “flip the switch” from stress to positive emotional states. Repeated experience in using the tools retrain the brain for resiliency and high-level well-being. Developed at UCSF, the DST method is based on an integration of neuroscience and attachment theory and is used nationwide. The scientific basis of this method will be discussed. In addition, an overview of the DST 5-point system for stress management and improved communication with students, colleagues and patients will be presented. Six-week courses on the method will be offered to faculty this fall through the CCFL. Registration and schedule are available on the Academic Affairs website at http://academicaffairs.ucsf.edu.

**Wednesday, April 22, 2009**
Noon-1:00 pm
Room TBA, Parnassus

**Healthy Aging for the Health Professional**

Donald Abrams, MD
UCSF Professor of Clinical Medicine and Osher Foundation Endowed Chair in Clinical Programs in Integrative Medicine
First Stop – Advancement and Promotion

Academic Affairs Website

http://academicaffairs.ucsf.edu/

Serving the UCSF Academic Community

Resources for: Researchers, Educators, Clinicians, Leaders, Academic Personnel

Popular topics: Appointment/Advancement, Bay Area Living, Benefits, Diversity, Faculty Mentoring, Financial Planning, Governance, Handbook, New Faculty Info, Problem Resolution, University Life, Workplace Conduct

Lifeline: Urgent Issues: Impairment, Improper Conduct, Suicide Prevention, Threats, Whistleblower

CCFL activities: Welcoming, Leadership, Mentoring, Faculty Development, Faculty Enrichment
Academic Personnel – right tab – green
Links to APM, all policies and forms

Dossier Checklists
- Attachment A
- Ladder, In Residence, Clinical X
- Acting Appointments
- Health Sciences Clinical (Salaried)
- Adjunct
- Clinical WOS -- Volunteer
- Emeritus, Recall, Post Retirement
- Professional Research
- Specialist
- Academic Coordinator
- Academic Administrator
- Five-Year Review
- Career Review
- Visiting Professors and Visiting Professional Researchers
Official Policies

• UCSF
  Policies
  http://academicaffairs.ucsf.edu/acapers/policies.php

• UC system
  Academic Personnel Manual
  http://www.ucop.edu/acadadv/acadpers/apm/welcome.html
http://www.ucsf.edu/senate/facultyhandbook/index.html
People

Department
Mentor, Chair
Academic Personnel Analyst

School
Vice/Associate Dean for Academic Affairs
Dentistry – Caroline Damsky
Medicine – Donna Ferriero, Renee Binder, Renee Navarro
Nursing – Christine Miaskowski, Zina Mirsky
Pharmacy – Brian Alldredge

Campus
Vice Provost, Academic Affairs – Sally Marshall
Director, Academic Personnel – Cynthia Lynch Leathers
Details all faculty should know

• Series, rank, step
• Salary, covered compensation, sources of $, comp plan
• Responsibilities
  – % time research – protected time
  – % teaching, % clinical practice
  – Service required
• Support
  – Space
  – Mentoring
  – Equipment, facilities for research
  – Administrative/clerical support
  – Benefits, parking
UCSF Faculty Appointments

• Series
  - 5 - UC is different from most universities
• Rank
  - Assistant, Associate, Professor
• Step
  – Assistant I to VI
  – Associate I to V
  – Professor I to IX and Above Scale
  – 21 total levels
UCSF Faculty Series (paid)

• Academic Senate members
  – Professor – ladder rank – tenure track
  – Professor In Residence
  – Professor of Clinical X
• Non-Senate
  – Adjunct Professor
  – Health Sciences Clinical Professor
• (Non-faculty academic)
  – (Research Scientist)
Academic Senate Membership

- Shared governance is real at UCSF
  - Administration and faculty
- Serve on Academic Senate committees
  - APB, P&T, CAP, Research, Fac Welfare, etc
- Vote
- Home loans
- Prestige
## What is expected

<table>
<thead>
<tr>
<th></th>
<th>Professor</th>
<th>In Residence</th>
<th>Clinical X</th>
<th>Adjunct</th>
<th>HS Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching/mentoring</td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+*</td>
<td>+++</td>
</tr>
<tr>
<td>Research/Creative work</td>
<td>+++</td>
<td>+++</td>
<td>++</td>
<td>+++*</td>
<td>+</td>
</tr>
<tr>
<td>Professional competence</td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+*</td>
<td>+++</td>
</tr>
<tr>
<td>Service</td>
<td>+++</td>
<td>+++</td>
<td>+++</td>
<td>+*</td>
<td>++</td>
</tr>
</tbody>
</table>

* One or more components must be +++
## Rules and Privileges

<table>
<thead>
<tr>
<th></th>
<th>Professor</th>
<th>In Residence</th>
<th>Clinical X</th>
<th>Adjunct</th>
<th>HS Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure/length of Appointment</td>
<td>Yes</td>
<td>Varies*</td>
<td>Yearly</td>
<td>Yearly</td>
<td>Yearly</td>
</tr>
<tr>
<td>Senate member</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sabbatical/Professional leave</td>
<td>Yes</td>
<td>Yes**</td>
<td>Yes**</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Appraisal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>On request</td>
<td>On request</td>
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<tr>
<td>8 year rule</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No***</td>
<td>No***</td>
</tr>
<tr>
<td>% time</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>Any</td>
<td>Any</td>
</tr>
</tbody>
</table>

* appointed without end date at Assoc/Prof level, no tenure  
** professional leave possible  
*** no 8 year rule at UCSF, but applies to other campuses
LADDER RANK and IN-RESIDENCE SERIES

Contribute with distinction in
- Teaching
- Research
- Professional competence (clinical if applicable)
- Service (University, professional, public)
CLINICAL X SERIES

Outstanding
- Clinical competence
- Teaching
- Service

Research / Creative Activity
HEALTH SCIENCES CLINICAL SERIES

Creative activity “encouraged”
See Departmental Guidelines

Outstanding
- Clinical competence
- Teaching
- Service
ADJUNCT SERIES

OR

Teaching  Research

OR

Research  Teaching
Academic Personnel Review

Faculty

Department

cv, list of letter writers

ref letters
teach eval
fac vote
Chair letter

Dean eval

Academic Affairs Assoc/Vice Dean

VP

CAP

ad hoc

Report, decision
Guidelines for acceleration

• Exceptional performance in one area
  – Prestigious competitive grant
  – Professional service award
  – Sustained level of outstanding achievement
  – Unusual productivity
  – Extraordinary service – administrative, innovative program

• Meet all other expectations for action

• Retention strategy
Recognition for administrative work

- Department chair – APM 245
- “Academic leadership is… academic activity”
- Reduced time for teaching/research
- Must have some scholarly activity
- Up to Professor Step V
Questions for panelists?