

# **Guidelines on Faculty Advancement and Promotions**

## **UCSF Department of Medicine**

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## Introduction

These guidelines are a general description of expectations for advancement and promotion in the UCSF Department of Medicine (DOM). Promotion decisions reflect judgments made by the DOM Executive Promotions Committee (EPC) based on the criteria described in this document.

### **Merit Advancement** *(going from one step to the next step within a rank)*

The typical period between each step advancement is 2 years for Assistant and Associate Professors and 3 years for Full Professors. A letter from the candidate's division chief, an updated CV formatted in accordance with Advance guidelines, and teaching evaluations guide step advancement considerations. In addition to the department's review, merit advancements are reviewed for approval by the School of Medicine's Academic Affairs Office and the Vice Provost for Academic Affairs.

### **Promotion** *(going from one rank to the next rank)*

Promotion from Assistant to Associate Professor and from Associate to Full Professor typically occurs after 6 years at rank. An advancement from Step 3 to Step 4, rather than promotion to the next rank, offers extra time to meet criteria for promotion.

A letter which is prepared by an EPC subcommittee and is informed by the faculty member's CV, teaching evaluations, and intramural and extramural letters of recommendation, guides promotions consideration by EPC and all other reviewers. The promotion packet must be submitted 12 months in advance of the promotion date.

Merit advancement to Full Professor Step 6 and to Full Professor Above Scale are evaluated with the same scrutiny as a promotion.

### **Criteria for Advancement**

Chair letters, prepared by Division Chiefs for Merit Advancement and by the EPC for Promotion, appraise the candidate's performance in four required categories:

1. Teaching and mentoring
2. Research and creative activities
3. Professional competence
4. Service to the university, health system, professional organizations, and the public

Contributions to diversity, equity, and inclusion are also separately summarized in the Chair letter.

**Change-in-Series**

Faculty may request a change-in-series when there is a new or enhanced career focus that aligns with the priorities of a different series. Change-in-series from a non-Senate to a Senate series (e.g., to Clinical X or In Residence) requires prior assessment by a search committee.

**All promotions and changes-in-series must be reviewed and approved by:**

1. UCSF Department of Medicine Executive Promotions Committee (EPC)
2. UCSF School of Medicine Academic Affairs Office
3. University of California Committee on Academic Personnel (CAP)
4. UCSF Vice Provost for Academic Affairs (VPAA)

## **In Residence and Ladder Rank Series**

These two series, consisting of faculty who focus on research, are identical in terms of criteria for advancement. The Ladder Rank series is comprised of the very few faculty members who hold a state-funded full-time equivalent positions (FTEs).

### **Promotion to Associate Professor**

Promotion to Associate Professor requires both:

- Independent research funding, typically primary investigator status on an NIH R01 grant or another multi-year grant of similar size with similar rigorous peer review criteria for selection.
- Demonstration of research productivity (typically multiple first- and senior-author publications of original research in peer-reviewed journals). The quality and quantity of research are both reviewed.

Collaborative research accomplishments may be considered if it is clearly documented that the faculty member has made essential, unique, and independent contributions to the work.

These metrics, along with extramural references, external awards, invitations to present in national arenas, and service to national organizations including peer review, offer evidence that the candidate has a growing national reputation for scholarly activity and is on track for establishment of an independent research career.

Contributions in teaching and mentoring, professional competence, and university and public service are also required for promotion.

### **Promotion to Full Professor**

Promotion to Full Professor is based on continuous research excellence at a national or international level. Typically, such excellence is demonstrated by fulfilling most of these criteria:

- Publication of numerous high impact peer-reviewed papers, many as first or senior author
- PI status on major research grants (NIH R01 or equivalent – *see Associate Professor criteria*)
- Presentations at national and international research meetings and other institutions
- Reviewer for grant applications, national meeting abstracts, and research journals
- Service to national and international research organizations
- Strong record of mentorship of trainees and junior investigators
- Awards for research

### **Advancement to Professor Step 6 and Professor Above Scale**

Merit advancement to Professor Step 6 and Professor Above Scale require fulfillment of the same criteria as promotion to Full Professor, with the expectation of continued research productivity and national and international recognition.

## Professor of Clinical Medicine (Clinical X) Series

Clinician X faculty are clinician-scholars who (1) excel at teaching medical science or clinical medicine, (2) demonstrate accomplishments in creative activity, and (3) disseminate clinical, education, or health systems scholarship outside of UCSF.

### **Promotion to Associate Professor**

Promotion to Associate Professor rank is based on fulfilling criteria in each of 3 areas:

- (1) *Excellence* in teaching, based on teaching scores and comments, trainee letters of reference, and internal or external teaching awards
- (2) *Accomplishment* in creative activity, such as:
  - Leadership of a major clinical or education program
  - Development of an innovative clinical or quality improvement program
  - Development of an innovative curriculum, education policy, or education assessment tool
  - Development of an innovative program that increases diversity, equity, and inclusion in health professions education, the health care workforce, or health care delivery
- (3) *Dissemination* of creative activity, such as:
  - Presentations at regional or national meetings or other institutions
  - Peer-reviewed publications
  - Grant funding
  - Service to professional societies, national organizations, or journals

A substantial body of work in public medical writing (e.g., editorials, books) or digital scholarship (e.g., podcasts, videos, blogs, social media) that reaches a wide audience beyond UCSF and informs health professions education, health care delivery, health care policy, or education of the public is also viewed as a creative accomplishment, but not a complete substitute for the above metrics.

Achievement of these benchmarks offers evidence that the candidate is on track for establishment of a national reputation in their area of creativity and scholarship.

An [Educator Portfolio](#) or Quality/Safety Portfolio is helpful in conveying the scope and impact of creative work in those areas.

University and public service (e.g., participation in the affairs of the department, school, health system, professional society, or community) are required.

### **Promotion to Full Professor**

Promotion to Full Professor requires fulfillment of the same criteria listed for Associate Professor with an expectation of higher levels of excellence in dissemination (e.g., multiple publications, multiple presentations, more senior service/leadership roles), sustained excellence in teaching, and establishment of a national reputation.

**Advancement to Professor Step 6**

Merit advancement to Professor Step 6 requires fulfillment of the same criteria for Full Professor with the expectation of ongoing creative activities and scholarship and a national or international reputation.

## HS Clinical Series

Appointees in the HS Clinical Series are primarily clinician-educators who teach medical science and clinical medicine to health professions learners.

### **Promotion to Associate Professor**

Promotion to Associate Professor is based on a sustained record of excellence in teaching and clinical competence along with evidence of accomplishment in creative activities, such as:

- Educational programs: participation, development, or leadership
- Community health programs: participation, development, or leadership
- Contributions to quality improvement programs or clinical guidelines
- Contributions to programs that increase diversity, equity, and inclusion in health professions education, the health care workforce, or health care delivery
- Administration/leadership of a clinical service or health care facility

### **Promotion to Full Professor**

Promotion to Full Professor requires fulfillment of the same criteria listed for Associate Professor with ongoing accomplishment in creative activities.

### **Advancement to Professor Step 6**

Merit advancement to Professor Step 6 requires fulfillment of the same criteria for Full Professor with the expectation of ongoing accomplishment in creative activities.

## **Adjunct Series**

Faculty in the Adjunct series are primarily engaged in research, including primary investigators, investigators engaged in collaborative research, and early career scientists who are building their research programs.

### **Promotion to Associate Professor**

Promotion to Associate Professor requires evidence of becoming an independent investigator, typically by authorship of multiple papers in peer-reviewed journals and having grant funding (either as a primary investigator or as a co-investigator).

Collaborative research accomplishments may be considered if it is clearly documented that the faculty member has made essential, unique, and independent contributions to the work.

### **Promotion to Full Professor**

Promotion to Full Professor requires fulfillment of the same criteria listed for Associate Professor with ongoing excellence in research, including authorship of papers in peer-reviewed journals and grant support. Excellence in service to the university and teaching/mentoring are expected.

### **Advancement to Professor Step 6**

Merit advancement to Professor Step 6 requires fulfillment of the same criteria for Full Professor, with continued excellence in research.



## **Volunteer Clinical Professors**

Voluntary Clinical Professors teach UCSF students, residents, and fellows in clinical settings. Volunteer clinical faculty are expected to teach approximately 50 hours per year. In this series, there are no merit (step) advancements. Excellence in teaching and clinical care activities are required for promotion.

To be eligible for promotion, Volunteer Clinical Professors must serve a minimum of 10 years at Assistant or Associate rank. Eligible candidates for promotion to Associate or Full Professor are nominated by a faculty member with a non-volunteer appointment in DOM and are reviewed by the EPC, with final approval by the Department Chair.