

Frequently Asked Questions about Faculty Advancement and Promotions

UCSF Department of Medicine

*This FAQ document is a **supplement** to the “UCSF Department of Medicine Guidelines on Faculty Advancement and Promotion” May 14, 2021 document.*

What is the difference between Clinical X and HS Clinical Series?

Both series are appropriate for clinician-educators. Clinical X requires evidence of dissemination of creative work (clinical, medical education, or health systems scholarship) outside of UCSF.

If I am a clinician-educator, is there any advantage to being in Clinical X instead of the HS series?

The Clinical X series is in the UC Academic Senate. Benefits of membership in the Academic Senate include:

- The opportunity to participate in the University's governance
- Affordance of faculty rights related to academic freedom and due process in personnel matters
- Eligibility for the UC housing cost assistance including the [Mortgage Origination Program](#) (MOP) and the [Faculty Recruitment Allowance Program](#) (FRAP). The availability of FRAP assistance is subject to additional considerations and limitations.

Why do faculty switch series?

Faculty may request a change-in-series when their career focus best aligns with the priorities of a different series.

Examples:

An assistant professor clinician-educator in the **HS Clinical** series establishes a track record of publishing multiple articles, develops a new mentorship program, and presents her educational work at several national meetings. Her teaching evaluations are outstanding. This level of national dissemination is in line with the **Clinical X** series expectation of dissemination of scholarly work. A request for change-in-series would be appropriate.

An **In Residence** faculty member chooses to no longer pursue grant funding for an independent research program and now splits his time between clinical work, teaching, and collaborating in clinical trials. This individual's activities may no longer align with promotion criteria in the In Residence series, and a change-in-series, likely to the **HS Clinical** series, would be appropriate. If there is evidence of excellent teaching and ongoing dissemination of scholarship, the **Clinical X** series may be appropriate.

An assistant professor physician-scientist in the **Adjunct** series has published a series of papers (several as first or senior author) while funded on NIH "K" (Career Development Award) and has now received an NIH R01 grant. This level of productivity and independent funding is in line with the **In Residence** series, and it is appropriate to consider a change-in-series.

What are the options for advancement for an In Residence physician-scientist who does not qualify for promotion to Associate (or Full) Professor?

The majority of faculty physician-scientists in the DOM meet criteria for an on-time promotion from Assistant to Associate Professor. The most common reasons for not receiving an on-time promotion are the absence of a multi-year, extramural, peer-reviewed grant as principal investigator or an insufficient track record of published scholarship. Options at this point include:

- Advancement to In Residence Assistant (or Associate) Professor Step 4 or Step 5, to allow time for publication/funding record to meet criteria.
- Change in series to Clinical X (if excellent teaching record and dissemination), Clinical HS (if focus is on clinical work and direct teaching), or Adjunct (if activities are primarily research) with potential promotion to Associate (or Full) Professor in this series.

Which faculty are appointed in the adjunct series?

Faculty in the Adjunct series are primarily engaged in research. This includes primary investigators, investigators engaged in collaborative research, and early career scientists who are building their research programs, often in anticipation of funding at the NIH R01 level. The Adjunct series includes faculty who choose part-time research careers and those who receive funding from multiple mid-size grants.

Physician-scientists often begin their career in the adjunct series. Many transition to the In Residence series at the time of promotion to Associate Professor.

What is the difference between the Ladder Rank and In Residence series?

The Ladder Rank series is comprised of the very few faculty members who hold state-funded full-time equivalent positions (FTEs). Over the past decade, the DOM has become less inclined to place individual faculty members in this series, preferring to use the resources from state funding to support faculty more generally without granting a time-unlimited FTE to any one faculty member. The vast majority of research-oriented faculty in the DOM are in the In Residence series.

While In Residence faculty do not receive the same funding support associated with the Ladder Rank FTE, the department currently offers the In Residence Associate Professor Support (iRAPS) program, which guarantees six years of FTE-like support for Associate Professors In Residence. In Residence faculty at the Associate and Full Professor rank also have a one-time guarantee of one year of funding of base salary (X component) plus fringe benefits that can be exercised in one year or spread over multiple years in the case of a funding gap.

How is work advancing DEI considered in advancement and promotion decisions?

Diversity, equity, and inclusion work can support the case for advancement in every series.

For example, in the Ladder, In Residence, and Adjunct series, quality of scholarship and independent funding pertaining to DEI would be considered for advancement. In the HS Clinical series, contributions to programs that increase diversity, equity, and inclusion in health professions education, the health care workforce, or health care delivery would be considered for advancement. In the Clinical X series, development and leadership of such programs along with dissemination of scholarship pertaining to these programs would be considered for advancement.

What is a “national reputation”?

A national reputation is established by publishing in national journals, giving presentations at institutions outside of the state or at national meetings, participating in and leading national committees, and receiving national awards or honors.

What type of external letters do I need for promotion to associate or full professor?

For promotion to Associate or Full Professor in any series, three extramural letters from faculty at other institutions who can attest to the impact or importance of the candidate’s area of focus and expertise are required. External references must be at or above the candidate’s *proposed* promotion rank (e.g., an Assistant Professor submitting a packet for promotion to Associate Professor must obtain letters from Associate or Full Professors at other institutions). Junior faculty should meet with their mentors to understand some of the ways that connections can be made with potential outside referees (e.g., serving on committees of societies, mentoring sessions at national meeting, etc.).

Where can I review documents from the University of California about promotions?

<https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement>

<https://senate.ucsf.edu/faculty-handbook>