



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

**Section: 230-278**

Effective: **TBD**

Supersedes: **TBD**

Review Date: **TBD**

Issuance Date: **TBD**

Issuing Office: [Academic Personnel Services](#)

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### APPOINTMENT AND PROMOTION HEALTH SCIENCES CLINICAL PROFESSOR SERIES

PPM 230-278, Health Sciences Clinical Professor Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 278](#), Health Sciences Clinical Professor Series. For reference, subsections of PPM 230-278 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-278-4 Definition

PPM 230-278-4.a

Faculty in the Health Sciences Clinical Professor series are salaried appointees in the health sciences who teach, participate in patient care, and also participate in University and/or public service and scholarly and/or creative activities.

Faculty in the Health Sciences Clinical Professor series teach the application of basic sciences and the mastery of clinical procedures in all areas concerned with the care of patients, including dentistry, medicine, nursing, optometry, pharmacy, public health, psychology, veterinary medicine, the allied health professions, and other patient care professions.

The Health Sciences Clinical Professor series is separate from the volunteer Clinical Professor series, which is governed by APM - 279.

For more information on this series, please see PPM 230-278, Appendix A, *Guidelines for the Health Sciences Clinical Professor Series*.

APM 278-4. b

APM 278-4. c

APM 278-4. d

#### PPM 230-278-8 Types of Appointment

APM 278-8

#### PPM 230-278-10 Criteria

A candidate in this series shall be evaluated using the criteria specified below. The criteria shall be appropriately weighted to take into account this series' primary emphasis on direct patient care services and clinical teaching. See APM - 210-6 and PPM 230-278, Appendix A, *Guidelines for the Health Sciences Clinical Professor Series*.

The criteria are:

- a. Professional competence and activity

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- b. Teaching
- c. University and public service
- d. Scholarly and creative work

The departmental recommendation letter must provide a description of the proposed allocation of the candidate's time among the areas of activity. Candidates with part-time appointments are expected to demonstrate the same quality of performance as full-time appointees, but the amount of activity may be less.

These criteria and standards are set forth in APM - 210-6, Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series and PPM 230-278, Appendix A, *Guidelines for the Health Sciences Clinical Professor Series*.

**PPM 230-278-16 Restrictions**

APM 278-16

**PPM 230-278-17 Terms of Service**

APM 278-17

**PPM 230-278-18 Salary**

APM 278-18

**PPM 230-278-20 Conditions of Employment**

APM 278-20. a

APM 278-20. b

PPM 230-278-20. c

Faculty in this series must have a Ph.D. or equivalent terminal professional degree depending on a candidate's health-related discipline. Unless not required for the position, appointees in the Health Sciences Clinical Professor series must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or equivalent. Loss of license or active Medical Staff privileges will result in, at department discretion, reassignment of duties or termination of appointment for cause under APM - 150.

APM 278-20. d

APM 278-20. e

APM 278-20. f

APM 278-20. g

APM 278-20. h

APM 278-20. i

APM 278-20. j

**PPM 230-278-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

**PPM 230-278-80 Review Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

**PPM 230-278-82 Procedures for Appointment, Reappointment and Non-Reappointment to the Rank of Assistant Health Sciences Clinical Professor**

The general rules of APM 278-80 apply here. In addition:

a. Reappointment/Merit Review

When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:

1. *Reappointment with Merit Advancement*

If an appointee's performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.

2. *Reappointment without Merit Advancement*

If an appointee's performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.

b. Final Reappointment/Merit Review

The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee's third merit/reappointment review is the appointee's final merit/reappointment review at the assistant rank.

Three outcomes are possible in the final merit/reappointment review of an Assistant Health Sciences Clinical Professor, and the eligible faculty must vote on the proposed action.

1. *Promotion is Recommended*

If the department is convinced that an appointee's record meets or exceeds the University's expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.

2. *Postponement of Promotion Review is Recommended*

If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.

The department must demonstrate that the appointee's academic record is strong and that they are making active and timely progress on substantial work that:

- should be completed prior to the promotion review (the anticipated completion date must be indicated); and
- would likely suffice for promotion.

If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.

3. *Non-reappointment*

If the department believes that an appointee's overall career achievements do not justify

promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.

If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

4. *Notice of Non-reappointment*

Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.

**PPM 230-278-83 Procedures for the Formal Appraisal of an Assistant Health Sciences Clinical Professor Who May Be a Candidate for Promotion**

An assistant-rank appointee in the Adjunct Professor, Health Sciences Clinical Professor, or Professional Research (Research Scientist) series must receive an appraisal, which is a formal evaluation of achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.

Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.

The general rules of APM 220-80 apply here. In addition:

- a. The appraisal is conducted in an appointee's fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.

No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.

- b. The following factors should be evaluated, if appropriate for the series when conducting an appraisal:

- Published research and other completed creative activity, and potential for continued research and creative activity
- Teaching effectiveness at the undergraduate and graduate levels
- Departmental, University and community service contributions
- Expertise and achievement in clinical activities, if applicable
- An appointee's self-evaluation (if any)

- c. Appraisal Vote

An appraisal vote is not required for non-Senate appointees; however, departments and/or divisions may choose to establish voting procedures for non-Senate appraisals.

A department may form a departmental ad hoc committee in order to assess the appointee's achievements and activities.

The departmental recommendation letter should discuss the nature and extent of department consultation on the appraisal, as well as the result of a vote, if taken.

If, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees.

**University of California San Diego Policy – PPM 230 – 278 Appendix A**  
**PPM 230 - 278 Appendix A – Guidelines for the Health Sciences Clinical Professor Series**

**REVISION HISTORY**

July 01, 2017	This policy was made effective.
March 6, 2018	Minor technical edits to update policy hyperlinks.
March 31, 2020	Technical edits to remove gendered language.
March 18, 2022	The policy was reviewed as part of the 3-year policy review cycle. Edits were made to include the School of Public Health. Policy reissued.
TBD	Revised Condition of Employment to include Ph.D. or equivalent terminal professional degree in health-related discipline.