**UC IRVINE SCHOOL OF MEDICINE
POLICIES of the CLINICAL FACULTY ADVISORY COMMITTEE**

**(A DEAN’S ADVISORY COMMITTEE)**

(Updated 2012)

Duties

The Clinical Faculty Advisory Committee (CFAC) confers with and makes recommendations to the Senior Associate Dean and the Dean of the School of Medicine regarding new appointments, promotion to Health Sciences (HS) Associate Clinical Professor, promotion to (HS) Clinical Professor, advancement to HS Clinical Professor, Step VI, and advancement to HS Clinical Professor, Above Scale. The CFAC follows guidelines regarding criteria for appointment and advancement in the HS Clinical Series set forth in APM 278 and APM 210-6 when making recommendations.

Membership

The CFAC shall consist of approximately 10 faculty members in the HS Clinical Series at the level of HS Associate Clinical Professor or HS Clinical Professor appointed by the Senior Associate Dean for Academic Affairs. No Dean, Department Chair or other faculty member whose regular duties include participation in the academic personnel review process shall serve on the Committee. Members will serve three year terms and may serve for a maximum of two consecutive terms. The Senior Associate Dean for Academic Affairs will serve as a permanent Ex-Officio member.

A CFAC Chair will be appointed by the Senior Associate Dean for Academic Affairs. The Chair will serve a one year term, renewable for a second year. The Chair will be responsible for convening meetings and summarizing qualifications and recommendations regarding the faculty members under review.

Meetings and Review Process

The CFAC meets monthly to review dossiers and discuss issues related to the HS Clinical Series.

Files will be posted on a secure password protected web site one week prior to the scheduled monthly meeting. Additional information received after files are posted will be distributed at the meeting.

Dossiers will have a primary and a secondary reviewer. The Chair of CFAC will take minutes and prepare minutes that will be used to submit the CFAC Committee report. These minutes will be submitted to the Dean’s office within 7 days of the CFAC meeting.