

**UCI** School of Medicine

*Academic Affairs*



# **How to complete the AP-10 form (clinical and non-clinical)**

June 12, 2023

# Academic Affairs Leadership

## **Geoffrey W. Abbott, PhD**

Vice Dean, Basic Research  
Senior Associate Dean, Academic Personnel  
School of Medicine



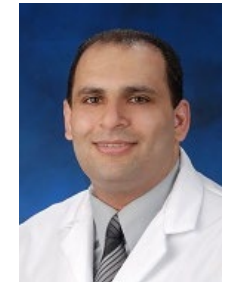
## **Kyoko Yokomori, PhD**

Associate Dean for Academic Affairs (Senate)



## **Mohammad Helmy, MD**

Associate Dean for Academic Affairs (Non-Senate)



## **Brian Cummings, PhD**

Associate Dean, Faculty Development (Senate)

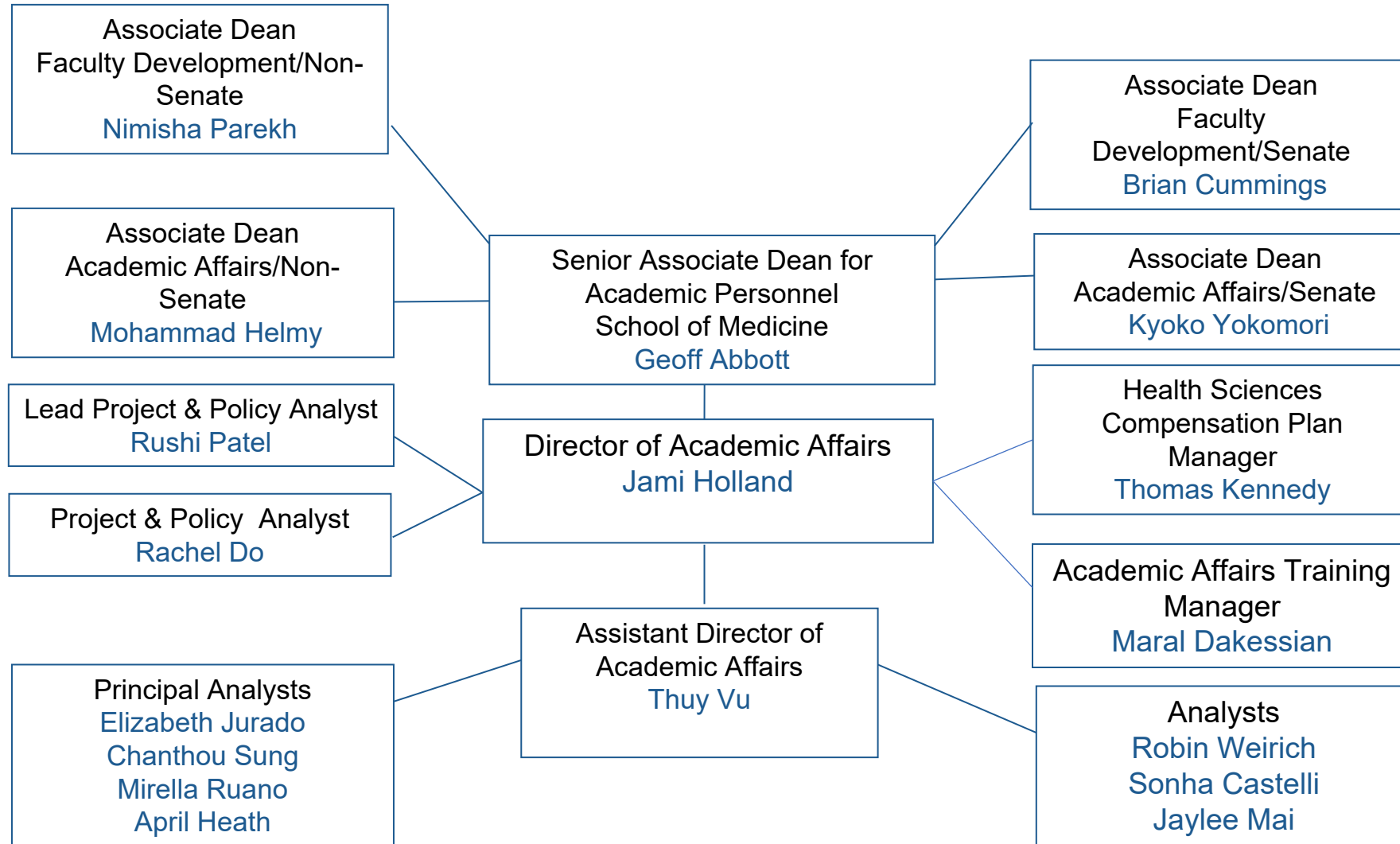


## **Nimisha Parekh, MD, MPH**

Associate Dean, Faculty Development (Non-Senate)



# SOM Office of Academic Affairs



## File submission deadlines 2023-2024

Academic Affairs Office will accept early file submission	August 1, 2023	File Item Cutoff Date
Postponement of Tenure Review Files Merits, including one-year accelerations Accelerated Merits of two years or more Advancement to Professor Step VI No Change Reappointments Midcareer Appraisals Fifth Year Reviews	October 3, 2023	September 30, 2023
Faculty Promotions (normal & accelerated) Deans Delegated Accelerated Merits	November 1, 2023	
Promotions (non-faculty academics) Non-reappointments Above Scale actions Merit, Deans Delegated All other actions, including non-Senate actions	December 1, 2023	

# Review of Submitted Material

Careful review of materials/dossier prior to submitting to the Dean's office will help to avoid/minimize a delay and/or return of the file to the department.



# What documents are needed?

- **AP-10 Addendum**---This is the primary review file. All information **during the review period** should be included.
  - CV (information of your entire career)
  - Outside letters (only mandatory for initial appointment, promotions, and advancement to Professor Above Scale)---**please include letters from other UC campuses!**
  - **Teaching evaluations**
  - **Reflective teaching statement** (required)
  - **Research statement** (if applicable)
  - **Service statement** (not required but recommended)
  - **Inclusive Excellence/Diversity statement** - only required for the initial appointment
    - optional for merit/promotion review, if there is something you want to highlight
    - CAP typically **prefers this information to be included in AP-10** for merit/promotion review
- 2 pieces of evidence of teaching
- Personal statements**  
**3 pages max each!**

# AP-10 Addendum (new version!)

(last updated 6/2022)

- ❑ The role of the **faculty member** is to input all the information in AP-10, prepare personal statements and provide CV, teaching evaluations and publications.
- ❑ The role of the **analyst** is to review and make sure that the information provided is within the review period, and complies with policy and procedures

a new section for **Professional Development Activities** in each of the three review areas

Examples:

- Teaching: Participation in DTEI (Division of Teaching Excellence and Innovation) workshops
- Service: Participation in Leadership training programs
- Research: Participation in grant writing workshop

# AP-10 sections

**Section I**----Employment history

**Section II**----Teaching/mentoring

**Section III**----Creative activities

**Section IV**----Professional recognition/Clinical  
competence and service activities

**Section V**----University service



# Evaluation criteria

## Teaching/mentoring

Excellent teaching evaluations  
Record of mentoring

Adjunct series only requires **two out of three activities** (research, teaching and service)!

## Creative activities

Evidence of independent and robust research program.  
Peer-reviewed original publications  
Grant funding and/or clinical trials as a PI

## Service

Evidence for professional recognition  
List of professional and university service activities

## Clinical competence

ADDENDUM  
for the review period  
October 1, 20\_\_\_\_ through September 30, 20\_\_\_\_

Name: \_\_\_\_\_

*NOTE: Additional instructions can be accessed by hovering over hyperlinked wording.*

**SECTION I – Previous Applicable Academic Employment**

Section Break (Continuous)

UC EMPLOYMENT HISTORY

→Period	→ Title & Rank	→ Step	→ Time	→ Department

**B. →OTHER APPLICABLE ACADEMIC EMPLOYMENT**

→Period	→ Position/Description

- Include faculty name and review period on every page of addendum (you have to do this 5 times due to sectioning of the file).
- All material listed on the addendum must be within the review period
- Use the most current form revised as of (6/22); always use the form from AP website <https://ap.uci.edu/forms/>

06/22

Section I  
Page 1

Form UCI-AP-10

ADDENDUM

for the review period  
October 1, 2020 through September 30, 2023

Name: \_\_\_\_\_

\_\_\_\_\_

*NOTE: Additional instructions can be accessed by hovering over hyperlinked wording.*

**SECTION I – Previous Applicable Academic Employment**

Section Break (Continuous)

**A. UC EMPLOYMENT HISTORY**

Period	Title & Rank	Step	Time	Department
--------	--------------	------	------	------------



2021-present	Associate Professor	Step III	100%	Biological Chemistry
2019-2021	Associate Professor	Step II	100%	Biological Chemistry
2017-2019	Assistant Professor	Step IV	100%	Biological Chemistry
2015-2017	Assistant Professor	Step III	100%	Biological Chemistry
2013-2015	Assistant Professor	Step II	100%	Biological Chemistry

❖ List each step and don't consolidate by ranks.

**B. OTHER APPLICABLE ACADEMIC EMPLOYMENT**

Period	Position/Description
--------	----------------------

If you worked at UCI in a different track, list here. Can also list academic employment at other institutions.

# Section II. Teaching/Mentoring

## SECTION II – Teaching Activity during review period

Section Break (Continuous)

### A. COURSES TAUGHT AT UCI (if courses are taught elsewhere, list at the end and name institution)

→ Qtr/Year → Course # → Title → Enrollment → # Instructors → % Taught →

Qtr/Year	Course #	Title	Enrollment	# Instructors	% Taught
<i>(end of your review period)</i>					
Spring 2022	<u>BC225 *</u>	Epigen. Hum. Health/Dis.	15	4	25
	<i>(graduate course)</i>		<small>(# of students enrolled)</small>	<small>(# of instructors)</small>	<small>(your contribution %)</small>
Spring 2022	BIO199	Chromatin Biol.	3	1	100
	<i>(undergraduate research)</i>				
Spring 2022	BC200C	Chromatin Biol.	1	1	100
	<i>(your own graduate student research A (fall), B (winter), C (spring))</i>				
Spring 2022	BC200R	Chromatin Biol.	1	1	100
	<i>(rotation student)</i>				
Spring 2022	<u>BC523A *</u>	Medical Biochemistry	106	10	10
	<i>(medical student course)</i>				
Winter 2022	BIO199	Chromatin Biol.	3	1	100
Winter 2022	BC200B	Chromatin Biol.	1	1	100

- ❖ Add asterisks to those with teaching evaluations. (For promotions, evaluations for the last 5 years should be included.)
- ❖ Underline regular courses.

## Section II. B and C: *Faculty members with clinical teaching only*

B. → **HEALTHCARE PROFESSIONAL STUDENTS TEACHING** → Note: This section is to be filled out by Clinical Faculty only. General faculty please skip to Section II, Subsection D to continue.

→ **Description** → **# of Students** → **Date/Date Span** → **# Hours/Days**

### Ward Rounds:

General surgery rounds → → → → 1 → 7/18-8/1/2022 → 4-5 hrs/day, 5 days/wk

General gastroenterology consult ward service, endoscopy and rounds. ¶  
1 → .....9/9-9/13/21 → ...2-4hrs/day ¶

### Clinical Teaching:

.....IBS Clinic → → One third year medical student every 3 months. ...10/2018-9/2021 → 4 hours at a time. ... ¶

### Lectures (Grand Rounds, Special lectures, etc.):

UCI Neurology Lecture series "Brain tumors" → → 30 → → 12/5/2022 → 1 hour ¶

UCI Neurology Lecture series "Brain tumors" → → 30 → → 12/5/2021 → 1 hour ¶

¶ (list all lectures, journal clubs, you gave to medical students during the review period) ¶

## Section II Cont'd

C. → **GRADUATE TEACHING (Residents, other)** → *Note: This section is to be filled out by Clinical Faculty only. General faculty please skip to Section II, Subsection D to continue.* ¶

→ **Description** → **# of Students** → **Date/Date Span** → **# Hours/Days** ¶

**Ward Rounds:** → → → ¶

Medicine Ward rounds → → 1-3 residents → → 2021-present → 4-5 hrs/wk ¶

¶  
 ..... Gastroenterology Consult Service → 2 Gastroenterology Fellows → Dec 24-Dec 28, 2022 → 4 to 6 hours/day ¶

- Do not need to list names of students, residents and fellows
- Do list the dates on service, number of students, residents and fellows
- Number of hours spent teaching
- List all lectures given to students, residents and fellows
- **Don't report the same lecture in >1 section; instead, explain if the audience for a specific lecture included >1 learner category**

**Lectures (Grand Rounds, Special lectures, etc.):** → → → ¶

Fellowship core curriculum lecture → → 1 resident & 1-2 fellows → 7/2023 ¶

¶  
 .  
 .  
 ¶

(list all lectures, journal clubs, you gave to residents and fellows during the review period) ¶

¶

# Clinical teaching

- It is important to describe the nature of teaching activities (organizing course, grading, lecturing, conducting clinical teaching) if this is not otherwise provided.
- **Medical student and resident evaluations must be obtained.** If there are very few student evaluations, the unit is responsible for providing other evidence (letters solicited from students, observation of other faculty, etc.) on the teaching performance.
- It is also important to indicate the total contact hours with students during the quarter, or in the case of team teaching, the hours on which the evaluation is based.



**Section II  
Cont'd**

**D. → ADDITIONAL ITEMS THAT RELATE TO YOUR TEACHING ¶**

**1. → Doctoral Students Supervised (indicate dates, and whether as chair, co-chair, or committee member) ¶**

**(a) → those who received their Ph.D. or PharmD. ¶**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2023	John Goodrich	Member	Dev & Cell Biology ¶
2023	Jane Martin	Chair	Biological Chemistry ¶
2022	XXXX	XX	XXXX ¶

**(thesis defense date should not be earlier than October 1 (the beginning of the review period)) ¶**

**(b) → those who advanced to candidacy ¶**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
4/2023	Mary Hicks	Chair	Biological Chemistry ¶
5/2023	Mike Johnson	member	Biochem. Mol. Biol. ¶
4/2022	Jacki Zeng	member	Dev. Cell ¶
5/2022	Lily Wang	member	Dev. Cell ¶

**(Exam date cannot be earlier than October 1 (the beginning of the review period)) ¶**

**(c) → pre-dissertation committees ¶**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2023	John Goodrich	Member	Dev & Cell Biology ¶
2023	Jane Martin	Chair	Biological Chemistry ¶

**(d) → other research supervision ¶**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
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**May list rotation students. ¶**



## Section II Cont'd

### 2. → **Master's Thesis Students Supervised** (indicate whether as chair, co-chair, or committee member) ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2022	Yasmin Newton	Chair	MS Biotech Program ¶

### 3. → **Postdoctoral Scholars Supervised** ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2020-present	Carl Lis	Mentor	Biological Chemistry ¶

### 4. → **Undergraduate Student Research Supervision – UROP, honors courses, 199's or equivalents** ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2022-present	Chris Kim	Mentor	Biological Chemistry ¶
	2023 UROP award, Excellence in Research ¶		
2021-2023	Michael Tora	Mentor	Biological Chemistry ¶
	2022 UROP award, 2022 SURP award, Excellence in Research ¶		
2021-2022	Jennifer Liu	Mentor	Biological Chemistry ¶

List here! →

### 5. → **Other Research or Teaching Supervision** ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2022	Hitoshi Nakano	Mentor	Biological Chemistry ¶

Explain! → Mr. Nakano is an undergraduate student who came to do a 2-month internship in my laboratory. I met him daily to supervise his research activities. ¶

(List visiting students/scholars, summer high school student research program, etc. Briefly indicate what this supervision entailed.)

**CLINICAL FACULTY (LIST RESIDENTS, FELLOWS WHO YOU MENTORED FOR RESEARCH OR CLINICAL TEACHING)**

## Section II, cont'd

### E. → TEACHING AWARDS AND SPECIAL PEDAGOGICAL ACTIVITIES

<i>Date(s)</i>	<i>Description</i>
2022	Excellence in Graduate Student Teaching Award → UCI School of Medicine
7/6-7/30/2023	California State Summer School for Mathematics and Science (COSMOS) → .....Cluster 6: Genes, Genomes, and Skeletal Muscle Dystrophies <sup>o.oo</sup>

2010 – 2023 (interrupted by COVID) → Judge for undergraduate poster presentation

List here the types of items that relate to university teaching, such as on-line or multi-media instructional programs and resources, unpublished laboratory preparations or manuals, course guides and packets, etc. Asterisk (\*) items included in the file

### F. → TEACHING INNOVATIONS AND CURRICULUM DEVELOPMENT

<i>Date(s)</i>	<i>Description</i>
Summer 2023	→ .....COSMOS Cluster 6: Genes, Genomes, and Skeletal Muscle Dystrophies <sup>o.oo</sup> → A 4-week program for high school students to learn advanced topics in science, technology, engineering, and math (STEM) fields together with Dr. Stem. I developed the lecture series on muscular dystrophies.
2017 – present	→ ...Course Co-Organizer (contact organizer) BC225/NB230 Epigenetics in Health and Disease We revamped our BC225 chromatin course focusing more on epigenetics relevant to human health and disease and also moved it to the Fall quarter with the effort to increase more student enrollment. We also put more emphasis on student discussion by dividing the students in two groups (authors and reviewers) to critically analyze research papers.
2022	→ .....GI Fellows Handbook, The Inside Scope (updates), 8 <sup>th</sup> edition

**IF YOU ORGANIZED A NEW COURSE OR REVAMPED AN EXISTING COURSE DURING THE REVIEW PERIOD, REPORT IT HERE!**



## Section II Cont'd

### G. → PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO TEACHING ¶

*Date(s)* → *Description* → ¶

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**NEW!** ¶

December 2 and 9, 2022 → IGEN°Equity in Graduate Admissions Workshops ¶  
2022 → → → UCI Active Learning Institute ¶

August-September, 2021 → Digital Learning Institute Summer Workshop series ¶

¶

### H. → DIVERSITY ACTIVITIES RELATED TO TEACHING ¶

*Date(s)* → *Description* → ¶

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5/2023 → Research Seminar presentation for Bio·Sci Minority Science Program ¶

10/2021 – 2022 → Served as both advancement and thesis committee member for four minority graduate students. ¶

**Cannot list any actual names!** ¶

# Teaching

## Office of Academic Personnel/CAP

### ❑ Reflective Teaching Statement

- CAP looks for candidate's engagement with teaching evaluations, addressing any problems and explaining how they are / were resolved.

### ❑ Student Evaluations of Teaching (SET)

- Include most recent SETs, up to the last 5 years
- Response rates are important (indicate if low response rates are normal within unit)
- Student comments are often more valuable than numerical scores
- CAP discusses potential gender/ethnicity/race biases in teaching evaluations and related concerns.
- Any major negative comments should be addressed in the teaching statement and the department letter.

teaching evaluations for Fall 2022 watermarked for the effect of UAW strike

# Section III. Research and Creative Activity

Published after the last review period (typically 2-3 years).

## A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CREDITED IN A PRIOR REVIEW

### INTELLECTUAL CONTRIBUTIONS

Category → Publication →

#### Journal Articles, Peer-Reviewed

78. Author, Author, **Anteater, P.\*** and Author.\* (2023) Title. Journal Volume:Pages.

\*Co-corresponding author. Both co-corresponding authors were responsible for designing the experiments, organizing the data figures, overseeing the manual confirmation of critical results, and writing of the manuscript together.

77. Author, Author, Author and **Anteater, P.** (2022) Title. Journal Volume:Pages.

Anteater is the corresponding author who was primarily responsible for conceiving the idea, designing the experiments, analyzing data, and writing the manuscript.

76. Author, Author, **Anteater, P.** and Author. (2020) Title. Journal Volume:Pages.

Anteater lab helped with some of the protein biochemistry experiments. 10% contribution.

#### Invited Reviews and Book Chapters, Peer Reviewed

#### Case Reports, Peer Reviewed

#### Books, Peer Reviewed

#### Commentary

- ❑ Make sure that they are published during the review period.
- ❑ Stipulate “peer-reviewed” (or not).
- ❑ Separate or clearly mark original research articles and review articles.
- ❑ Stipulate your role as **corresponding or co-corresponding author**.
- ❑ **Your name in bold** for easy detection
- ❑ For a middle author, explain your role and degree of contribution. (minor, moderate, major or %)
- ❑ **BioRxiv** publications can be listed as “**non-peer reviewed**”
- ❑ Make sure **the numbers match with those in CV (and stay the same over time)**.



**B. → PUBLICATIONS AND CREATIVE ACTIVITY PREVIOUSLY SUBMITTED IN A PRIOR REVIEW**

(do not list any work already credited for the last promotion or advancement (Professor VI, A/S))

**INTELLECTUAL CONTRIBUTIONS**

Category	Publication
----------	-------------

74. Author (2020) Title | Journal | Volume | Pages |

¶

73. Author (2020) Title | Journal | Volume | Pages |

¶

72. Author (2019) Title | Journal | Volume | Pages |

¶

71. Author (2019) Title | Journal | Volume | Pages |

¶

(This section should only be used for promotion, advancement to Step VI, and promotion to above scale. Web files are only for the last 5 years)

¶

**ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS**

Category	Creative Work
----------	---------------

¶

Facebook live events for a dept/program

¶

**C. → COMPLETED PARTS OF LARGER WORKS**

Category	Publication or Creative Work
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¶



Only for a multi-year work that would not be published until later, but the completed portion can be evaluated now.

# Section III. Research and Creative Activity

- **Publishing peer-reviewed original research articles**, case reports, review articles (“invited” review is a plus), and book chapters
  - Important to publish **as a first or senior author – corresponding author status is crucial**
  - Middle authorship should be documented/explained (subject matter expert, supply of special resource, expert analysis of dataset). Do not assume peers will understand your role.
  - Evidence of impact: author- or paper-level metrics (*not required but can be used*)
    - H-Index** in Google Scholar or Semantic Scholar: an **author**-level metric that measures both the productivity and citation impact of the publication. H-index should increase each year.
    - iCite**: Relative Citation Ratio (RCR) values, which measure the scientific influence of **each paper** by field- and time-adjusting the citation.
    - Impact Factor (IF)**: a measure of the frequency with which the average article in a journal has been cited in a particular year. It is used to measure the importance or rank of **a journal**.
- **Publishing** case reports, review articles, and book chapters, development of teaching materials or web site content, and clinical trials are also considered important creative activity for **HS, Clinical X** and **Adjunct** faculty members.

## SECTION III – Cont’d

### D. → PROFESSIONAL ONLINE & SYSTEM RESOURCES PRODUCED/MAINTAINED ¶

Date(s) Active →	Description →
¶	¶

If you have any video or other online resources during the review period, list here

### E. → INTELLECTUAL PROPERTY – PATENTS, COPYRIGHTS, ETC. ¶

Date(s) →	Description →
¶	¶

If you had a patent during the review period, list here

### F. → CONTRACTS, GRANTS, FELLOWSHIPS ¶

Previously Submitted →	Funding Source →	Number or Title →	Role* →	Amount** →	Date Span of Award → ¶
No ¶	NSF	MCB-XXXXXXX ¶	PI ¶	\$778,653 (T) ¶	08/1/2022 – 07/31/2025 ¶
No ¶	NIH	R21-ARXXXXXX ¶	MPI (contact-PI) ¶	\$242,000 (D) ¶	09/1/2021 – 08/31/2023 ¶
No ¶	CRCC	C21CRXXXX ¶	PI ¶	\$75,000 (D) ¶	10/1/2021 – 09/30/2022 ¶
No ¶	UCI-SOM Seed Grant		PI ¶	\$10,320.57 (T) ¶	10/1/2020 – 09/30/2021 ¶
Yes ¶	NIH	R01-ARXXXXXX ¶	MPI (contact-PI) ¶	\$2,241,185 (T) ¶	09/1/2018 – 08/31/2023 ¶
Yes ¶	NIH	R01-GMXXXXXX ¶	Co-I ¶	\$2,300,000 (T) ¶	09/1/2017 – 03/18/2022 ¶
Yes ¶	NIH - National Institutes of Health	Biomedical Informatics Training Program	Mentor ¶	- ¶	2019 – 2023 ¶
	<b>Clinical Trial</b>				
Yes ¶	Genentech/Hoffmann-LaRoche	Site-PI ¶		\$449,729 ¶	11/5/2018 – 7/1/2023 ¶

Make sure that grants and trials overlap with the review period.

Include all the information indicated at the top, including a descriptive title of the grant.

Amount can be Direct (D), or total (T).

Stipulate your role as PI, MPI or co-I/sub-contractor/consultant (then list the PI name).



# Section III. Research and Creative Activity (continued)

- **Extramural funding** (grants) and/or **investigator-initiated clinical trials** as **the PI, MPI or site-PI**
- **Current research protocols** that have IRB approval but for which the clinical trial has not yet been funded or initiated can be mentioned in the research statement

# Research and Scholarly Activity

- ❑ AP-10 bullet points with supporting self statements that are clear, concise and provide additional context (see below) are helpful.
- ❑ CAP looks for connections between research activity, impact and leadership.
  - Example: For co-authors, co-artistic directors, designers, collaborators, “team science,” inter- or cross-disciplinary work – Provide context: did the candidate initiate the work? Did they have a minor or a major role in the development and final production of the work?
- ❑ Research grants, external funding:
  - A mark of stature / research accomplishments
  - Explain grant / funding totals – indicate candidate’s role as PI or Co-I

## SECTION III – Cont'd

### H. → PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO RESEARCH/CREATIVE ACTIVITIES

*Date(s)* → *Description* →

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**NEW!**

2022-2023 → NIH Bootcamp

### I. → DIVERSITY ACTIVITIES RELATED TO RESEARCH/CREATIVE ACTIVITIES

*Date(s)* → *Description* →

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2020-23 → Studied health disparities among different demographic groups, leading to publication #72. The work uncovered that there are pharmacy "deserts" in low-income counties in California that contribute to worse health outcomes.

- ↳ List the creative activities that promote or support an increase of diversity. For example,
- publication that includes a minority/diversity student as an author.
  - actual study/grant/clinical trial that directly focuses on health disparity.

**Note, diversity is viewed very broadly** – categories could be ethnic background, gender identity, socioeconomic status, first-generation student, military veterans, disabled populations etc...

# Section IV. Professional Recognition and Activity

- Awards and Honors, media coverage
- Participation in activities of clinical and/or professional organizations
- Membership on editorial boards and manuscript review
- Grant review, NIH and other study section membership
- Invited lectures at other institutions and professional meetings
- Accepted Abstract/Poster Presentations at Professional Meetings
- Community service outreach activities
- Mentorship of other faculty

## Clinical competence

- Evidence of provision of high-quality patient care (e.g., Super Doctor, USA)
- Board certification (list under Section IV.B)
- Leadership role in your division, clinical program (List in Section V, university service)

## SECTION IV – Professional Recognition and Activity during review period ¶

### A. → HONORS AND AWARDS ¶

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2021-22	→	Best Doctors of America ¶		
2022	→	Physician of Excellence, Orange County Medical Association ¶		
2021	→	Physician of Excellence, Orange County Medical Association ¶		
2022	→	Fellow, American Society of Cell Biology ¶		
2022	→	UCI ICTS Team Science Award ¶		

¶

### B. → MEMBERSHIPS ¶

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2000-present	→	American Society of Cell Biology ¶		
2000-present	→	American Society of Biochemistry and Molecular Biology ¶		

¶

Also list board certification!

Section IV  
Cont'd

C. → PROFESSIONAL ACTIVITY ¶

**Invited presentations at educational, governmental institutions (or similar organizations) ¶**

<i>Date(s)</i>	→	<i>Description</i>	→		¶
4/4/2023	→	Invited research seminar speaker	→	→	University of Michigan ¶
5/8/2022	→	Invited research seminar speaker (Zoom)	→	→	University of South Florida ¶
12/11/2021	→	Invited research seminar speaker (Zoom)	→	→	University of Maryland ¶

**Invited presentations at professional meetings ¶**

<i>Date(s)</i>	→	<i>Description</i>	→		¶
2022	→	American Society for Cell Biology; 39th Annual Meeting; San Francisco, CA	→		¶
	→	Symposium speaker and session chair (meeting canceled due to COVID-19)	→		¶

**Accepted presentations at educational, governmental institutions (or similar organizations) ¶**

<i>Date(s)</i>	→	<i>Description</i>	→		¶
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**Accepted presentations at professional meetings ¶**

<i>Date(s)</i>	→	<i>Description</i>	→		¶
6/24-25/2023	→	73. The XXX <sup>o</sup> Society annual International Research Congress	→		¶
		→ "Genetic engineering and characterization of XXXXX."	→		¶
		→ Hernandez, B., Clay, J., Meadows, M., Ng, P., Sakamoto, K., Saleh, Z., and <b>Anteater, P.</b> (oral presentation by Hernandez)	→		¶
3/19/2023	→	72. Second Annual Southern California Rare Disorders Symposium	→		¶
		→ "Relationship of XXXX and XXX in XXXXX"	→		¶

Include poster or selected oral presentations in this section



## Section IV Cont'd

### Other presentations at professional meetings

<i>Date(s)</i>	<i>Description</i>
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¶

### Media Appearances and Interviews

<i>Date(s)</i>	<i>Description</i>
----------------	--------------------

List any media appearance during the review period. Provide a link with a brief description of your contributions.

Aug 5, 2022.....UC Irvine Health Facebook Blog

Aug 6, 2022.....UC Irvine Health Instagram

¶

### Professional articles in this period about you or published reviews of your work

<i>Date(s)</i>	<i>Description</i>
----------------	--------------------

List articles that talk about your work. Provide a brief description of your contributions and include link to article (if available).

¶

## D. PROFESSIONAL AND PUBLIC SERVICE

Service to Professional Societies / Outside Institutions (board of advisors, session chair, conference organizer, etc.)

<i>Date(s)</i>	<i>Description</i>
----------------	--------------------

2022 → → ASCB → → selected to be on the nomination committee  
 → Through 4 meetings over 3 months, we came up with the list of nominees for the president and executive committee for the Society.

¶

Aug 2022-Jan 2023.... → Anteater Foundation Congress Social Planning Committee

¶

### Journal Editor / Membership on Journal Editorial Boards

<i>Date(s)</i>	<i>Description</i>
----------------	--------------------

2015 – present → Frontiers in Genetics, Editorial Board Epigenomics and Epigenetics, Associate Editor

2008 -- Present → BMC Cell Biology, Associate Editor

## Section IV Cont's

### Reviewer of Manuscripts/Journal Articles

<i>Date(s)</i>	<i>→</i>	<i>Description</i>	<i>→</i>	
2023	→	reviewer, EMBO Journal		
2023	→	reviewer, Frontiers in Genetics		
2019-2023	→	reviewer, Journal of Biological Chemistry		
2017-2023	→	reviewer, eLife		
2022	→	reviewer, Scientific Reports		

### Standing Member of Review Boards for Funding Agencies

<i>Date(s)</i>	<i>→</i>	<i>Description</i>	<i>→</i>	
2023	→	NIH/SEP ZRG1 MOSS-K02 (3/23) (Co-Chair)		
	→	ZRG1 CB-S (70)/4D Nucleome (5/23)		
		Friends of FSH Research RFP (5/23 and 9/23)		
2022	→	NIH/MGB Study Section (member) (2/22)		
		American Cancer Society Seed Grant		
		Friends of FSH Research RFP (2/22 and 10/22)		

### Ad hoc Service as Referee of Proposals

<i>Date(s)</i>	<i>→</i>	<i>Description</i>	<i>→</i>	
2022	→	NIH/SEP ZRG1 MOSS-K02 (7/22) (Chair)		
		NIH/SMEP (10/22)		
		UKRI Future Leaders Fellowship		
2021	→	NSF MCB the Program of Genetic Mechanisms (8/21)		

### Consulting Activities (industry, government; indicate whether paid or *pro bono*)

<i>Date(s)</i>	<i>→</i>	<i>Description</i>	<i>→</i>	
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e.g., serving as an advisor for a company during the review period.



Section IV  
Cont'd

Community Service (including activities related to the improvement of elementary and secondary education)

*Date(s)* → *Description* →

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List any outreach activities

¶

2017-present → Orange County Outreach Program: gave talks to elementary, middle and high school students to encourage their career path in STEM. ¶

¶

E. → PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO PROFESSIONAL AND PUBLIC SERVICE

*Date(s)* → *Description* →

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**NEW!** ¶

¶

5/09/22 → Faculty Development Series – “Communication and interpersonal styles” via Zoom ¶

6/04/22 → AAMC Professional Development Series – “Building Better Curriculum” webinar ¶

10/17/22 → Faculty Development Series – “Managing your clinical research career” in person ¶

F. → DIVERSITY ACTIVITIES RELATED TO PROFESSIONAL AND PUBLIC SERVICE

*Date(s)* → *Description* →

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July 2022 → I am serving on the Minority Affairs Committee (MAC) for ASCB. The goal of the MAC is to significantly increase the involvement of underrepresented minority scientists in all aspects of the Society and develop programs for undergraduate and predoctoral students to assist them in achieving careers in biomedical research. ¶

## Section V. University Service

- Department, SOM, campus-wide, or UC-wide committees
- Hospital committees (**this should be under SOM**)
- Department Chair, Division Chief, Organized Research Unit (ORU) Director and other leadership roles
- Less service is expected from Assistant Professors
- Significant service/leadership is expected at higher ranks (**for senate faculty, campus-wide service is expected to ensure shared governance of the University of California**).

## **SECTION V – University & Systemwide Service during review period**

¶ ..... Section Break (Continuous) ..... ¶

### **A. → UNIVERSITY/SYSTEMWIDE – Academic Senate; Administrative Service; Senate Assembly; MRU; UCOP**

<i>Date(s)</i>	→	<i>Description</i>	→	¶
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2021-present	→	The Cancer Research Coordinating Committee (CRCC)	¶	¶
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### **B. → CAMPUS – Academic Senate and Administrative Service:**

<i>Date(s)</i>	→	<i>Description</i>	→	¶
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2020--2023	→	The Council on Faculty Welfare, Diversity, and Academic Freedom, UCI, Member.	¶	¶
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2019--Present	→	<u>The</u> Institutional Biosafety Committee, UCI, Member, Appointed.	¶	¶
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2019--Present	→	<u>The</u> Radiation Safety Committee, UCI, Member, Appointed.	¶	¶
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¶

### **C. → SCHOOL**

<i>Date(s)</i>	→	<i>Description</i>	→	¶
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2018-2022	→	SOM Mentoring Committee. This committee meets monthly and requires considerable pre-meeting outreach and review activities to ensure that the highest standard of mentoring is provided for the senate faculty covered by this group. We provide support for approximately 24 junior and mid-career faculty per year.	¶	¶
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¶

UCI Medical Center

2019-present → OR steering committee

¶

### **D. → DEPARTMENT (other than listings in Section I)**

<i>Date(s)</i>	→	<i>Description</i>	→	¶
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2019-present	→	Division Chief	¶	¶
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2020-present	→	Graduate Advisor	¶	¶
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2020-2022	→	Faculty Search Committee	¶	¶
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¶

# Service

## Office of Academic Personnel/CAP

- Context in service activities is essential
  - CAP looks for levels of leadership, effort and main contributions, not long lists of service activities.
  - For example:
    - How many hours/years?
    - Compensated or volunteer? What is standard in the department?
    - Editorial work: How many papers reviewed? Top journals or blog?
  
- Higher levels of service are required at higher ranks/steps.

## Section V

# Examples of University service for HS faculty members

**University:** Across the UC system, UCOP advisory committee, EPIC liaison for UC system

**Campus-wide:** work with school of nursing, school of arts, Samueli Institute, Administrative role

**School of Medicine:** Interview medical student applicants, office of medical education, curriculum review, advisory committee for dean's office, cross collaborations across depts

**UCI Health, Hospital committee** (may include a brief bullet point about their contribution)

**Division/Department Committees:** PEC, CCC, Educational, Wellness, Resident/fellows Interviews

Section V  
Cont'd

E. → PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO UNIVERSITY/SYSTEMWIDE SERVICE ¶

*Date(s)* → *Description* → ¶

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**NEW!** ¶

2021-2022 → SOM Leadership Academy ¶

¶

F. → DIVERSITY ACTIVITIES RELATED TO UNIVERSITY/SYSTEMWIDE SERVICE ¶

*Date(s)* → *Description* → ¶

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¶

2018--2022 → As the Chair of the SOM Mentoring Committee, I aimed to provide proper guidance for career progress of minority faculty members. To better serve the URM faculty members who came to the mentoring committee for guidance, we engaged with the School of Medicine Equity Advisors and UCI Office of Inclusive Excellence who gave us advice on challenges specific to this group, and resources and support services that can mitigate these challenges. We utilized these approaches and resources when mentoring URM faculty members. ¶

2016-present → As the departmental graduate advisor, I helped ensure proper inclusion of diverse students in our graduate program. I interviewed and admitted 3 URM students directly into the Departmental Graduate Program in 2021 (0 in 2020) and 2 more in 2022. ¶

¶



# Diversity

- CAP encourages the candidate to include their work in inclusive excellence and diversity where appropriate *in the AP-10*.
- If you feel strongly that your inclusive excellence/diversity efforts warrant a separate statement, you are free to provide a separate statement. <https://ap.uci.edu/faculty/guidance/ieactivities/>
- It is helpful if these contributions are also highlighted in the departmental letter.

# Not all diversity descriptions or activities are equal

(always provide context)

## So so

I supervised 5 URM and 7 female students over the current review period.

## Good

Out of 15 trainees in my lab under my direct supervision during the review period, 5 were URM and 7 were female students. I provided both general career guidance and more specific mentoring tailored towards challenges specific to these different groups. I also supported their minority/diversity fellowship applications.

## Excellent

Out of 15 trainees in my lab under my direct supervision during the review period, 5 were URM and 7 were female students. To achieve this level of diversity in my lab, I ensured that the opportunity was advertised in venues that are specifically targeted to URM and to female students (*list*), and I participated in outreach activities to URM and female students at a scientific conference (*list*) to publicize the graduate program and other training opportunities in my lab to these groups. Once trainees were in my lab, I provided both general career guidance and more specific mentoring tailored towards challenges specific to these different groups. I also supported their minority/diversity fellowship applications, and 2 students were successful in their applications.



# Personal Statements (1-2 pages)

## Put your accomplishments in context!

- **Reflective teaching statement:** discuss your teaching philosophy, highlight any teaching innovation, and address negative teaching evaluations.
- **Research statement:** focus on providing context (explain the significance of your study in the field, define your contribution in team science, etc.) rather than going into details of your projects. Describe any unfunded clinical research/IRB.
- **Service statement:** Briefly summarize your service, elaborate if a certain committee activity requires a lot of hours/work!
- Inclusive Excellence/Diversity statement - **only required for the initial appointment**
  - CAP typically prefers IED information included in the diversity sections in AP-10 for merit/promotion review.

# Effect of UAW strike

CAP strongly encourages faculty to document **any negative impacts of the strike** on professional achievements in their **self-statements** (teaching, research, service, and/or inclusive excellence).

While faculty are **not expected to provide personal details** about difficult individual circumstances, **the impact** of these circumstances can be included and **contextualized** so all levels of review (including the department, school, and CAP) may conduct an equitable evaluation of merit and promotion cases that considers how they were impacted by the strike.

**Teaching evaluations for Fall 2022 watermarked**

# External letters for promotion (do not provide drafts!)

- Assistant to Associate
  - Associate to Professor
  - Professor Step V to VI
  - Professor above scale  
(Distinguished Professor)
- } 4-5 external letters required
- ..... Letters not required
- ..... 4-5 external letters required

- At least **3 letters** must be Department-nominated, Non-conflicted
- 1-2 of them should be from other UC campuses.----**important for CLINX!**
- Your former mentors are "conflicted" forever
- Collaborators are conflicted for **4 years**.
- Candidate and department generate two independent lists. Any name that appears on both is marked as Department.
- The letter writers must be at/above rank of the proposed candidate rank.

# External Letters

- Promotion to Associate, Full Professor and Adv. to Above-Scale: 4-5 letters needed, at least 3 dept. nominated and non-conflicted, **reviewers must be at or above rank of candidate** ([APP 3-60 B](#)).
- On AP-11, give details regarding connection with candidate for ALL letter writers, don't evaluate connection (e.g., "was a colleague of former advisor, but never formally collaborated").
- Very short snippets from external letters can be included in dept. evaluation but do not quote substantially from letters.
- Avoid selecting reviewers from previous actions for the same candidate.

(Office of Academic Personnel/CAP)

# Dept/Chair/Dean Letters

- ❑ Shorter is often better
- ❑ Provide context and assessment:
  - “Prof. X’s service on this committee was commendable because of Y”
  - “Prof. X had a heavier teaching load than normal because of Y. Normal load for department is Z.”
- ❑ Avoid reiterating AP-10 content or other letters. Help CAP understand the context of the activities listed on AP-10
- ❑ **Address any negative aspects of the file**
- ❑ **Stipulate which two of three areas (teaching, creative activity, service) are outstanding to justify acceleration.**

**Adjunct series only requires **two out of three activities** (research, teaching and service)!  
Faculty members with clinical duties are evaluated for the 4<sup>th</sup> category [**Clinical Competence**]**

**SOM (FY20-21): ~17% went for acceleration and ~57% success rate**

# Review of Submitted Material

Careful review of materials/dossier prior to submitting to the Dean's office will help to ensure less of a delay and/or return of the file with a "BACK TO DEPT/SCHOOL" memo.

Faculty members should be proactive and invested in preparation of their AP-10 for the best chance of success!





# Helpful Websites

**AP-10 addendum (2022-06) can be found at**

<https://ap.uci.edu/forms/>

**Office of Academic Personnel-Resources for Faculty:**

<https://ap.uci.edu/faculty/>

**Academic Personnel Manual:**

<http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html>

**Council on Academic Personnel FAQ:**

<https://docs.google.com/document/d/1XCZNTNDiyZF3KNamkxKQkqeSP1hUU6gdX2WkehK3Dr4/edit>

**Guidance for preparing review files and statements**

<https://ap.uci.edu/faculty/guidance/>

**SOM Office of Academic Affairs**

<https://medschool.uci.edu/about/office-academic-affairs>

# Faculty Development Series 2023

## Monthly on Mondays

5:15 pm – 6:15 pm

Location: ZOOM

## Presented By:

Associate Dean for Faculty Development Senate

Brian J. Cummings, PhD

&

Associate Dean for Faculty Development Non-Senate

Nimisha K. Parekh, MD

## Topics:

### Merits and Promotions for HS Clinical Faculty

Nimisha Parekh, MD

January 23rd

### Merits and Promotions for Senate Faculty

Kyoko Yokomori, PhD & Brian Cummings, PhD

February 13th

### Running Effective Meetings

Amy Oxentenko, MD

March 13th

### Physician Leadership Crisis/Gaps

Sachin Jain, MD, MBA, FACP

April 10th

### Coaching vs. Mentoring

Amanda Swain, PhD & Peter Donovan, PhD

May 8th

### How to Complete AP-10 Form (Clinical and Non-Clinical)

Kyoko Yokomori, PhD, Nimisha Parekh, MD &

Brian Cummings, PhD

June 12th

### Managing Career Relationships & Career Development

Valerie Vaughn, MD, University of Utah

July 17th

### Using Technology for Effective Learning

Warren Wiechmann, MD & Julie Youm, PhD

August 14th

### Networking & Social Media in Science & Medicine

Sylk Sotto-Santiago, MBA &

Ester Dan-Phuong Ho, MD

September 11th

### Culinary Medicine & Wellness

Executive Chef Jessica Vanroo

October 16th

### Leadership Pathways in Academic Medicine

Michael J. Stamos, MD, Coleen Cunningham, MD &

Steve Goldstein, MD, PhD

November 13th

### School of Medicine Operations

Rebecca Brusuelas-James

December 11th

**Registration Link:** [https://uci.co1.qualtrics.com/jfe/form/SV\\_61FTKfMwv3DOV8](https://uci.co1.qualtrics.com/jfe/form/SV_61FTKfMwv3DOV8)

**Zoom Link:** <https://ucihealth.zoom.us/j/94971582741?pwd=U3VhkdXdmpWaGM1SFJ5UTFOMFR5Zz09>