

ACADEMIC REVIEW PROCESS

*APPOINTMENT
MERIT/REAPPOINTMENT
PROMOTION*

Agenda

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- Introduction to our team
- Overview of Academic Affairs
- From AP: New for 23-24 and Reminders
- From SOM AA Office: Reminders
- File Review
 - ▣ LORs
 - ▣ AP-10
 - ▣ Teaching
 - ▣ Publications
 - ▣ *MCA Files – will not review today: Training Coming Soon*
 - ▣ Advisory Committees

School of Medicine Academic Affairs

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School of Medicine, Dean's Office Academic Affairs Team	
Geoffrey Abbott, PhD	Senior Associate Dean, Academic Personnel
Mohammad Helmy, MD	Associate Dean for Academic Affairs/Non-Senate
Kyoko Yokomori, PhD	Associate Dean for Academic Affairs/Senate
Jami Holland	Executive Director, Academic Affairs
Thuy Vu	Assistant Director, Academic Affairs
TJ Kennedy	HS Comp. Plan Manager
Maral Dakessian	Training Manager
Elizabeth Jurado	Academic Affairs Dean's Level Review Analyst - Faculty
Mirella Ruano	Academic Affairs Dean's Level Review Analyst - Faculty
Chanthou Sung	Academic Affairs Dean's Level Review Analyst - Faculty
April Heath	Academic Affairs Dean's Level Review Analyst - Faculty
Tracee Davis	Academic Affairs Dean's Level Review Analyst - Faculty
Jaylee Mai	Academic Affairs Dean's Level Review Analyst - Non-Faculty
Robin Weirich	Academic Affairs Dean's Level Review Analyst - Non-Faculty
Sonha Castelli	Academic Affairs Dean's Level Review Analyst - Non-Faculty
Rushi Patel	Academic Affairs Project and Policy Lead Analyst
Rachel Do	Academic Affairs Project and Policy Analyst

SOM Academic Affairs- Dept. Contacts

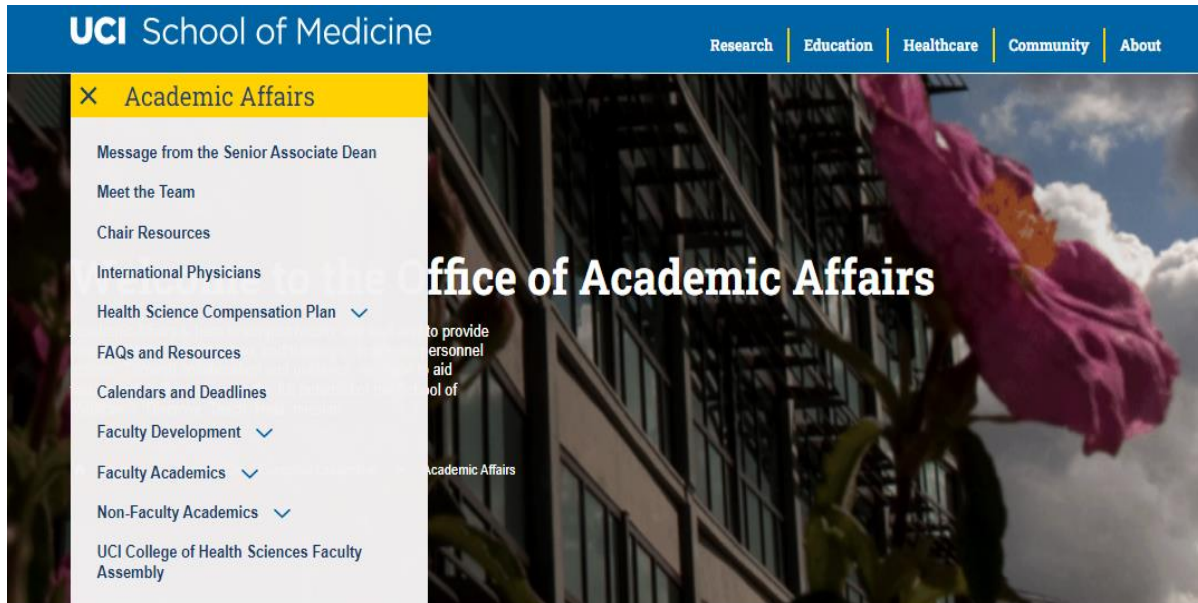
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Department/Unit	Primary Analyst	Backup Analyst	Non-Faculty Analyst
Anatomy & Neurobiology	Chanthou Sung	Mirella Ruano	Jaylee Mai
Anesthesiology & Perioperative Care	April Heath	Chanthou Sung	Robin Weirich
Biological Chemistry	April Heath	Chanthou Sung	Robin Weirich
Dermatology	April Heath	Elizabeth Jurado	Robin Weirich
Emergency Medicine	Chanthou Sung	Mirella Ruano	Jaylee Mai
Family Medicine	Chanthou Sung	Mirella Ruano	Jaylee Mai
Medicine	Elizabeth Jurado	April Heath	Robin Weirich
Microbiology & Molecular Genetics	Chanthou Sung	Mirella Ruano	Jaylee Mai
Neurological Surgery	Mirella Ruano	Chanthou Sung	Jaylee Mai
Neurology	Mirella Ruano	Chanthou Sung	Jaylee Mai
Obstetrics & Gynecology	April Heath	Mirella Ruano	Robin Weirich
Ophthalmology	Mirella Ruano	Chanthou Sung	Jaylee Mai
Orthopedic Surgery	April Heath	Elizabeth Jurado	Robin Weirich
Otolaryngology-Head & Neck Surgery	Chanthou Sung	Mirella Ruano	Jaylee Mai
Pathology & Laboratory Medicine	April Heath	Mirella Ruano	Robin Weirich
Pediatrics	Mirella Ruano	Chanthou Sung	Jaylee Mai
Physical Medicine & Rehabilitation	Mirella Ruano	Chanthou Sung	Jaylee Mai
Physiology & Biophysics	Chanthou Sung	Mirella Ruano	Jaylee Mai
Plastic Surgery	Chanthou Sung	Mirella Ruano	Jaylee Mai
Psychiatry & Human Behavior	Chanthou Sung	Mirella Ruano	Jaylee Mai
Radiation Oncology	Mirella Ruano	Chanthou Sung	Jaylee Mai
Radiological Sciences	April Heath	Elizabeth Jurado	Robin Weirich
Stem Cell Research Center	April Heath	Elizabeth Jurado	Robin Weirich
Surgery / Beckman Laser Institute	Elizabeth Jurado	April Heath	Robin Weirich
Urology	April Heath	Elizabeth Jurado	Robin Weirich

Academic Affairs Website

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

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Please be patient with us while we make improvements to our page!

About Us

The Office of Academic Affairs is the headquarters for Faculty and Academic Personnel matters in the UC Irvine School of Medicine. This includes the recruitment and appointment of diverse and talented faculty, merit and promotion review, and faculty development and mentoring programs.

Academic Affairs is here to support faculty and staff and to provide policy analysis, interpretation, and training in academic personnel actions. Through collaboration and guidance, we hope to aid faculty in achieving the full potential of the School of Medicine's "Discover, Teach, Heal" mission. Our office also oversees faculty diversity programs, sabbatical leaves, applications for special medical permits, employee and labor relations, and volunteer faculty administration.

We hope this site is a useful window through which to explore the various activities of the Office of Academic Affairs. We look forward to collaborating with you.



Academic Personnel Review Overview

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Department Review

Candidate submits information for review

Department makes a recommendation

Department Chair makes an independent recommendation (optional)



Dean Review

Academic Affairs reviews dossier for completeness

Dean's Advisory Committee
Makes a recommendation

Dean

- Decides normal merits that have been delegated to Deans (CAP review waived)
- Makes a recommendation on promotions and non-delegated merits

Campus Review

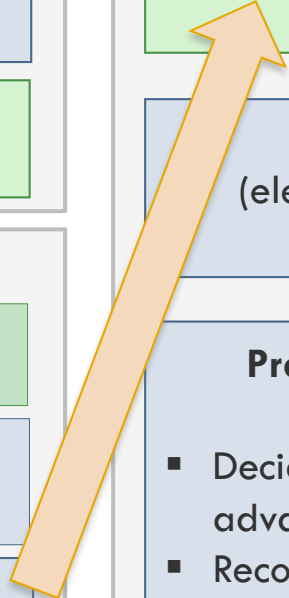
Academic Personnel reviews dossier for completeness

Council on Academic Personnel
(elected by all Academic Senate Faculty)
makes a recommendation

**Provost and Executive Vice Chancellor
or Vice Provost**

- Decides appointments, merits and advancements
- Recommends to Chancellor on promotions and non-reappointments

Chancellor



ScholarSteps

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ScholarSteps can be used for all Senate and non-Senate review actions except:

- Appointments
- Non-Reappointments
- Reviews representing split appointments (split titles or split schools/departments)
- Reviews for individuals that would require a surrogate Chair, Dean, etc.
- Standalone Midcareer Appraisals (**functionality to be added Fall 2023*)
 - *COMING SOON – MCA Training*

Contact the Scholar Steps team with any functionality issues or questions: scholarsteps@uci.edu

2023-24 SOM File Deadlines

School of Medicine 23-24 Academic Review File Submission Deadlines

File Type *Files are due by 5pm on the deadline date	Due to SOM Academic Affairs Office	Due to Academic Personnel Office
Postponement of Tenure Review	10/3/2023	11/1/2023
Merits and Accelerated Merits – VP/CAP delegated	10/3/2023	12/2/2023
Midcareer Appraisals – VP/CAP delegated	10/3/2023	12/2/2023
No Change	10/3/2023	12/2/2023
Reappointments - VP/CAP delegated	10/3/2023	12/2/2023
Fifth Year Reviews	10/3/2023	1/3/2024
Advancements to Professor, step VI	10/3/2023	1/3/2024
All Faculty Promotions (normal and accelerated)	11/1/2023	2/1/2024
Dean Delegated Accelerated Merits	11/1/2023	3/1/2024
Non-reappointments	12/1/2023	2/1/2024
Above Scale actions	12/1/2023	2/1/2024
Dean-Delegated Faculty Reappointments, Merits, and MCAs	12/1/2023	3/1/2024
Dean-Delegated Non-Faculty Merits and Promotions (for ARUs and non-represented Researcher series)	12/1/2023	3/1/2024

Files that are incomplete or require a return for revisions are not considered to be on time

SOM Academic Affairs encourages early file submissions beginning September 1, 2023

Coming Soon: The Progress Report

- **The Academic Personnel office coordinates list of faculty eligible for review to department chairs each Fall.**
- **AP will send out the Progress Report in late August/early Sept and our office asks for your assistance to complete this report. SOM Dean's Analysts will review and ask for updates before sending forward to AP**
 - ▣ Important – The Department must maintain their own progress report and start planning in the spring for actions due.
 - ▣ The SOM Dean's office asks for a Proposed Actions report due May 1 of each year.

TBA: Focused Office Hours to discuss Progress Reports will be scheduled when Progress Reports are distributed.

Normal Times at Rank/Step: Faculty

USE WHEN COMPLETING THE PROGRESS REPORTS

[APP 3-40](#) See Appendix I

Normal Time at Rank of Assistant Professor is 6 years; must not exceed 8 years, unless there is a Stop the Clock (STC) and/or a COVID Stop the Clock. Mid-Career Appraisal occurs at year 3 or 4, SOM practice has been to complete by year 4. STC will delay the MCA and Promotion 'clock' by 1 year.

The normal period of service at the rank of Associate Professor is six years. The normal period of service at any one of the first three steps is two years.

Professor, Step 5 is an 'indefinite' step; faculty may remain at this step indefinitely;

Advancement from Professor, Step 6 to Step 7, from Step 7 to Step 8, and from Step 8 to Step 9, usually will not occur after less than three years of service at the lower step and will be granted only on evidence of continuing great distinction, national or international recognition, highly meritorious service and excellent teaching performance.

Professor Series or Equivalent Titles

Assistant Professor		Associate Professor		Professor	
<i>(8 year limit, tenure-track)</i>		<i>(6 years normal, tenured)</i>		<i>(indefinite, tenured)</i>	
Steps	Period of Service (years)	Steps	Period of Service (years)	Steps	Period of Service (years)
I	2				
II	2				
III	2				
IV	2				
V	2 (overlapping step)	I	2		
VI	2 (overlapping step)	II	2		
		III	2		
		IV	3 (overlapping step)	I	3
		V	3 (overlapping step)	II	3
				III	3
				IV	3
				V	3
				VI	3
				VII	3
				VIII	3
				IX	4 normal minimum
				A/S	4 normal minimum

'Open Step': Can come up for review at year 3, 4, or 5; except step IX and A/S (year 4 or 5 only)

Review of Submitted Material

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Careful review of the material 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 School/Department”

SPLIT FILES – WITH ANOTHER SCHOOL OR SOM DEPT:

It is the responsibility of the HOME School/Dept to assemble the file and review for completeness



Notifying the Faculty that a review is due

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The department notifies the faculty member outside Scholar Steps that he or she is due for a review in early spring.

This step should be completed by whichever method the department currently uses and early in the Academic Year to ensure compliance with department and Dean's deadlines.

* March/April 2023, the department chair should have met with faculty to discuss proposed actions



Call for Material

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Request review material from the faculty member – use appropriate [Checklist](#)

CORE DOCUMENTS:

- Current Faculty CV
- UC AP-10 Addendum Form
- Referee contact information from faculty member and those from the department (if applicable)
- Student Teaching Evaluations
- Reflective Teaching Statement
- Research Statement (if applicable)
- Contributions to Diversity Statement/Inclusive Excellence Activity Statement (*required for faculty new appointment files)

Reminders

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- Adhere to UC policy and guidelines
- Start the academic review process sooner rather than later (Chair meets with faculty in early spring)
- Solicitation of Letters of Recommendation (LORs) in late spring for promotion and Advancement to A/S files (Solicitation of LOR's were due on June 1, 2023)
- Remind the faculty and Chair often that material for the academic review is due, give hard deadlines

Common Errors & Omissions

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- Department letter needs to address teaching effectiveness
- Letters of recommendation missing codes from the AP-11
- Missing teaching evaluations or a teaching summary
- Incorrect review period or materials include outside of correct review period
- Publication links not accessible
- AP-10 must have all relevant sections completed
 - Example: Service section (section V) is commonly left blank
- Inadequate number of letters of recommendation
- Clearly label teaching statement and other applicable statements
- Updated CV
- Typos/grammatical errors in file
- Missing Required Documents: AP-137A, AP-50 (for paper files), etc.

Academic Personnel Fall Kickoff

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Fall 2023 Kick-Off: Academic Personnel Review Process

Wednesday, September 20, 2023

10:00am – 11:30am via Zoom

Invitation Forthcoming

PLAN ON ATTENDING: IMPORTANT UPDATES

Representatives from the Council on Academic Personnel will be present to offer advice and recommendations on preparing review files.

Deans, Chairs, CPOs, MSOs/HSDAs, Departmental Academic Personnel Coordinators and Equity Advisors are encouraged to attend via Zoom.

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AP: New for 2023-2024 & Reminders

NEW 23-24: Above Scale Merit Categories

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A/S Merit Categories are under revision; APP 3-40, Appendix 1, Note 4 chart will be updated when categories are finalized. The below chart is what is currently in effect; stay tuned for changes TBA

	Action	Timing	% increase on total salary	Clock	Expectations
1	Merit Plus	4 or 5 years	10	reset	Excellence in all three areas.
2	Merit	4 or 5 years	8	reset	Professor series*: excellence in scholarship and second area; Professor of Teaching: excellence in teaching and second area; No area subpar.
3	No change	4 years	0	not reset	Does not meet standards for merit at 4 years; Required review in year 5.
4	Satisfactory	5 years	4	reset	Continuing contributions in all review areas. No area subpar.
5	Unsatisfactory	5 years	0	not reset	Three year action plan with yearly progress reports required.

* Applies to the following titles: Professor/Professor In Residence/Professor Clinical X.

New 23-24: Revised Solicitation Letter Templates

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Revised templates include
family/pandemic/medical/leave friendly policy
language

SOM AA to revise template letters on our page
soon

New 23-24: Guidance on Documenting Negative Impact of Strike

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Faculty can include discussion in one or more of their personal statements

- Additional time required to administer courses due to TAs participating in the strike (having to lead discussion sections, grade submitted work, or grade exams)
- Reduced or lost support from graduate research assistants due to their participation in the strike
- Issues with funding requirements and reduced support in research

New 23-24: Guidance on Documenting Mentoring

21

Reflective teaching/mentoring statement

- Can change heading of statement in line with new APM guidance under review.
- Some mentoring activities may fit better in service statement.

How to discuss “informal” mentoring activities in self-statement

- Faculty can describe efforts, activities, time commitment, and contributions along with impact and outcomes when possible.
- Can be in service or inclusive excellence activities statement depending on specific activities
- Maintain confidentiality of mentees (exclude names).
- Extended guidance will be sent out to faculty and added to website soon.

Department, chair and/or dean letter

- Should comment on informal mentoring activities that they are aware of.
- Impact and context of these activities most helpful.

New 23-24: Accelerated Advancement to Prof VI

22

Departments are encouraged to solicit external letters for accelerated advancement to Step VI

- Letter should address the national/international impact of scholarship/creative activity
- Letters from other UC campuses are especially useful

No letters recommended for normative time advancement to Step VI

- If CAP feels letters are needed, they will request that department solicit them

Accelerations

23

Accelerations are an extraordinary request and, as such require extraordinary justification

[APP 3-40-B](#)

23-24 Reminders from AP: Accelerations

24

Accelerations: must have outstanding contributions in two “buckets”

Expectations in Professor Series compared to non-accelerated action at same rank/step

- Research/Creative Activity is a required bucket (Volume and impact twice as high)
- Service as second bucket (Volume and impact twice as high, evidence of leadership)
- Teaching/mentoring as second bucket (Volume does NOT have to be twice as high but impact does, evidence of leadership)

If department support for acceleration is mixed: departments should have one vote on acceleration and a second vote on normative action

23-24 Reminders from AP: Stop the Clock (STC)

25

COVID-19 Stop the Clock:

- Applies to eligible faculty at the Assistant Professor rank, which fall under the provision of [APM 133](#)
- Faculty must have started on or before June 30, 2022

Two COVID-19 Stop the Clocks:

- An eligible faculty may only request up to two STC due to COVID-19
- In total, a faculty may not exceed 3 Stop the Clocks at the assistant rank
- For second COVID-19 STC, complete the [UCI AP-92 Stop the Clock Certification](#) and provide memo (no more than 1 page) with rationale for the request

Third Stop the Clock:

- **Eligible faculty with two Stop the Clocks (STC) previously acknowledged that are non-COVID related, who are requesting a third Stop the Clock due to the COVID-19 pandemic must provide:**
- A completed [UCI AP-92 Stop the Clock Certification](#)
- Form should indicate that this is the third Stop the Clock request
- Include an explanation on how the COVID-19 pandemic has impacted their work
- The Office of Academic Personnel will manage the exceptional approval request to UC Office of the President

23-24 Reminders from AP: Conflict of Interest (COI)

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Conflict of Interest (COI): mentor-mentee or family member (for life) co-authorship (last 48 months and pending); grant collaborations (last 48 months and pending); other relationships that a reasonable person might consider a conflict of interest

If CAP determines that there is a COI, file sent back to the school with a request for a new letter

■ **Department Letter:**

- Conflicted member should not be the lead writer and signer.
- If drafted by multiple faculty members, the letter should be signed by a non-conflicted writer.

■ **Chair Letter:**

- Option 1: A non-conflicted faculty member, who did not participate in the department discussion or vote, writes a NEW letter that replaces the conflicted chair letter.
- Option 2: Chair does not submit a letter. The original chair letter is removed from the file and chair votes with the department.

■ **Dean letter:**

- Appoint a surrogate dean, who has not participated at other levels of review, to write and sign a NEW letter that would replace that of the conflicted dean.

23-24 Reminders from AP: Information you can include with Solicitation Letters

27

- **Personal Statements**
- **Additional teaching materials**
 - ▣ Student evaluations
 - ▣ Peer-teaching evaluations
 - ▣ Course materials, documents or other teaching artifacts submitted by the candidate
- **Scholarly/creative work**

Reminder From CAP 23-24

28

BEST PRACTICES FOR DEPT LETTERS:

- Articulate the expectations for faculty in the area and explain how the file compares with those expectations.
- **Analyze the strengths and weaknesses of the case file, including impact of activities.**
- Identify future areas of growth.
- Chair letter should explain negative as well as positive votes if possible.

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From SOM AA Office: Reminders

REMINDERS FOR APPOINTMENT FILES

30

- SOM requires a Diversity Statement to be included in Appointment files for all Paid Faculty
- Not included on AP-30 Checklist: it is an SOM requirement

Reminders: Entry into Payroll

31

- **Approval from Dean's Office is required** before an Appointment, Merit, or other change is entered into Payroll.
- Please do not submit for Payroll entry until you have approvals

Reminder (22-23): Dept and Chair Letters

32

Department letters

- ❑ Page limit: 3 pages maximum
- ❑ Department Letter Signatures: must be from non-conflicted committee member
- ❑ **NO CHAIR SIGNATURE ON DEPT LETTER**
- ❑ Anonymous/unsigned letters will not be accepted

Chair Letters

- ❑ Senate Files: CAP appreciates an Independent Chair letter for Promotions, Accelerations and A/S Merits

Reminder (22-23): Self-Statements

33

- PAGE LIMITS:
 - 3 pages maximum per statement (Research, Teaching, Service, Inclusive Excellence)

- COVID Impact can be contextualized within one or more self-statement

Reminder (22-23): Voting Terminology & Vote Grids

34

APP 1-14 is updated; please review

Main takeaways: Change to Voting Terminology and Eligibility

*SOM Vote Grid is updated online please follow AP's new format:
For/Against/Abstain/Did Not Vote/Total Eligible to Vote*

Files that do not follow this format will be sent back for revision

REMINDER (21-22):

Required SHORT FORM AP-12 for Department Letter in Merit Reviews

35

- CAP requires the AP-12 for all SENATE Dean-Delegated merit, CAP normal merits and first No Change

- **SOM AA requires the AP-12 for Non-Senate Dean-Delegated FACULTY normal merits and reappointments.**
 - ▣ Starting in 22-23, the SOM Dean's Office will return files that do not use the AP-12 form for these files.

REMINDER (20-21):

Declaration of Potential Conflict of Interest (COI) in Personnel Review

36

- If there is a potential COI for reviewers above the department level (chair, associate dean, etc) they should:
 - ▣ Complete new COI form [UCI AP-COI](#)
 - ▣ Submit form to Dean's office before the review occurs; Dean's office analysts will forward to AP

- CAP will review and advise on course of action. For example:
 - ▣ No involvement in a faculty member's review: Family relationship, current close collaborator
 - ▣ Reduced role that might include participation in a department letter, but not writing the chair's letter: small # joint pubs or co-PI status in past.

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LETTERS OF RECOMMENDATION (LOR)

Letters of Recommendation (LOR)

38

- Guidelines for Letters of Recommendation (LOR) are located on the SOM Academic Affairs website, under 'Appointments' and 'Merits & Promotions' pages
 - [SOM LOR Guidelines \(All Series\)](#)
 - See also: [APP 3-20](#)

LOR: Solicitation

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- When soliciting letters, the faculty member must nominate letter-writers, and provide names and contact information to the department analyst
- The Department Chair also prepares his/her own list of referees
- Any overlapping names move to the Department List; and are marked on the AP-11 as such

IMPORTANT NOTE: CANDIDATES MUST NOT SOLICIT THEIR OWN LETTERS, CONTACT LETTER-WRITERS, OR PROVIDE THEIR OWN MATERIALS DIRECTLY TO LETTER-WRITERS

LOR: Solicitation

40

Departments must use the sample solicitation letters found on the School of Medicine Academic Affairs Website

- Solicitation letters must be written on behalf of the Chair, signed by the Chair and contain the following:
 1. An explanation of the proposed action (appointment, review, etc)
 2. Candidate's proposed rank, but **not the proposed step**
 3. A request for analytical review of the candidate's performance under the applicable criteria and comparison with other scholars in the field of similar rank
 4. The UC Confidentiality Statement

REMINDER: When assembling the file, the Sample Solicitation letter in file must (a) be labeled as 'Sample Solicitation Letter' and (b) it must not include the addressee's name – it should just read 'Dear _____' (redact name)

LOR: Solicitation – Reminder

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REMINDER: letter-writers must be AT or ABOVE the proposed rank

MAKE SURE SOLICITED REFEREES MEET THIS CRITERIA

e.g. Assistant Professor of Clinical X, step IV is proposed for Promotion to Associate Professor of Clinical X, step I; Letter writers must be at the Associate Professor rank or higher

Letters of Reference (LOR)

42

- Department Analysts must review all letters received to ensure:
 - Letter must be CURRENT, or no older than 1 year old
 - Letters are strong, analytical, address the correct proposed action, and contains correct faculty information
 - There is no duplicate language between letters
 - The letter is on letterhead, dated and addressed appropriately, and **signed by the letter-writer (can be electronic signature)**.
 - The letter does not contain anything inappropriate (e.g. a copy/paste of the faculty member's CV) or any other information that is inappropriate to include in a letter of reference

Reminder: If the letter-writer is from the faculty's department, the letter-writer must abstain from voting on the file, and the reason for abstention must be noted in the Vote Grid

LOR - Redactions

43

- For files submitted in Scholar Steps, analyst must redact identifying information from the LOR
- Per AP's guidelines, you may only redact the letter-writer's identifying information in the letterhead and signature areas - you may not redact the body of the letter
- **If you receive a letter with identifying information in the body of the letter, ask the letter-writer for a revision; identifying information may be included below the letter-writer's signature block**

LOR – Order of Letters in File

44

- Letters are added to the file in *Reverse Chronological Order*, with the newest letter coming in first, and the oldest letter coming in last

- **USE THE DATE ON THE LETTER WHEN ARRANGING IN FILE**
 - E.g. The analyst receives three solicited letters for a faculty appointment file. One letter is dated 5/31, one on 6/12, and the other on 7/15. The letter that is dated 7/15 receives code “A”, the letter dated 6/12 receives code “B”, and the letter dated 5/31 receives code “C” and the letters are arranged in the file as “A”, “B”, “C”.

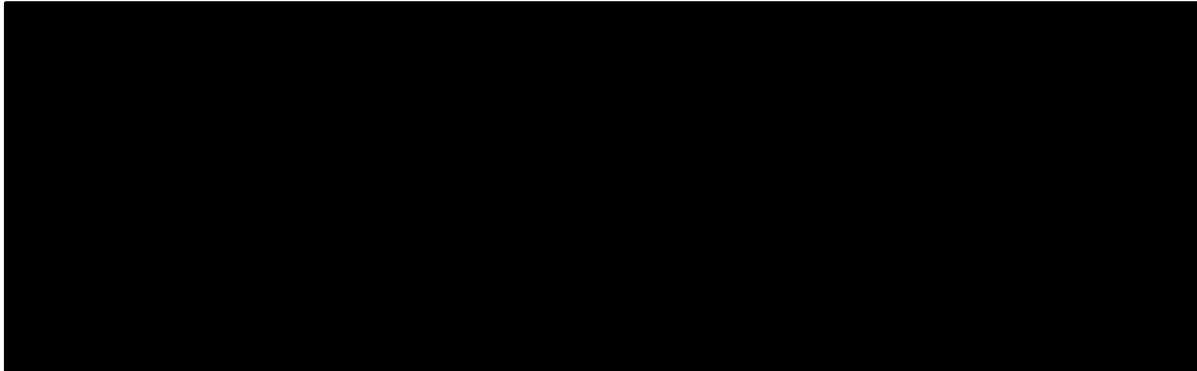
LOR - Codes

45

- Each page of the LOR must be coded with either a letter or number. The newest letter earns the lowest number code, or earliest alpha code (see previous slide for example)
- The assigned code must be noted clearly on each page of the received letter, in the body of the letter, on the right-hand side of each page.
 - Coding the letter at the top of the page may result in the code being deleted if the letter is redacted.

LOR: Sample- Redactions & Code

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May 9, 2019

RE: **Pablo J. Abbona, M.D.**

Dear Dr. Yoshioka,

It is my pleasure to write this letter of recommendation on behalf of Dr. Pablo Abbona, who is applying for promotion to Health Sciences Clinical Professor. Dr. Abbona is an accomplished clinician, teacher and researcher. I first met Dr. Abbona in 2013 after he had been recruited to the University of California, Irvine (UCI) from the University of California, Los Angeles (UCLA). At UCLA he served as a multi-specialty radiologist, with a focus in Pediatric Radiology and Cardiovascular Radiology. He has interacted with the vascular surgery division closely at UCI by organizing and participating in our weekly Vascular/Endovascular Surgery and Radiology Case Planning Conference. At this venue he offers our vascular surgeons expert, in-depth evaluation and radiological assessment of complicated open and minimally invasive cases. He also assists with the training of our medical students and general surgery residents, teaching basic aspects of imaging acquisition and interpretation.

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LOR: Sample- Redactions & Code

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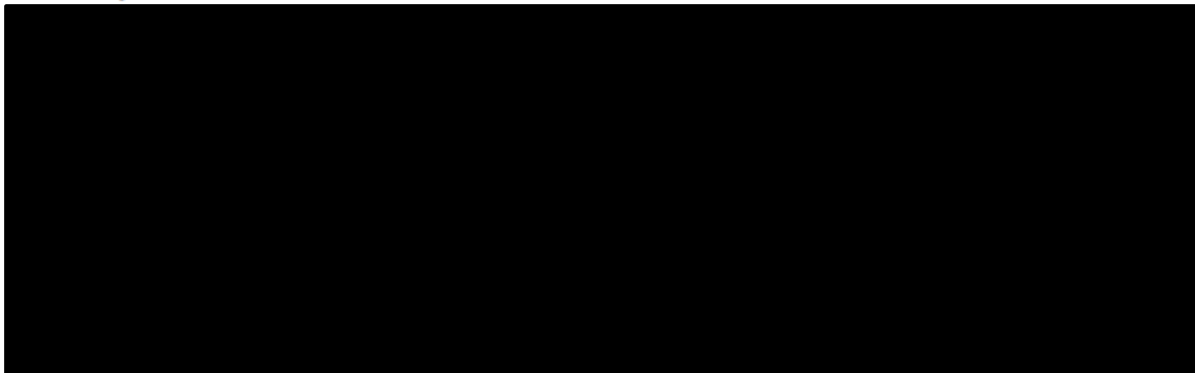
He has participated in a number of national research studies as principal investigator and/or co-investigator. Dr. Abbona has published peer-reviewed articles in leading medical journals, and book chapters on numerous topics. He has presented at local and national conferences and he holds professional memberships in radiological societies.

In addition, to his clinical responsibilities Dr. Abbona has held academic and hospital appointments at UCI. Demonstrating leadership skills and the ability to collaborate in order to improve the quality of healthcare delivery at our institution.

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Dr. Abbona is an exceptional radiologist and academic that has clearly demonstrated the potential to make significant contributions to UCI and the field of radiology. It is without hesitation that I give Dr. Pablo Abbona my highest recommendation. He is an outstanding asset to the Radiology department and the University of California, Irvine.

Sincerely,



LOR: AP-11

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- Once all letters are received and coded, the analyst must complete ALL fields of the AP-11 form.
- Record letters that are received AND letters that were solicited, but not received.
- Prior to submitting the file, review the AP-11 and letters to make sure that letter codes correspond to what is noted on the AP-11, and letters are in the appropriate order within the file.

LOR: AP-11 – “Non-Conflicted”

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As of Fall 2019, “Non-Conflicted” has replaced “Independent”

Make sure to note whether the referee is conflicted (Y/N)





Conflicts might include:

- ▣ Advisor/Mentor at any level
- ▣ Substantive collaboration in the last 4 years
 - Substitutive collaboration includes past or pending grant collaboration, co-authorship
 - Team Science co-authorship, grant funding, or editorial work on candidate publications are not conflicted if the department explains the incidental or minor nature of relationship.
- ▣ Close personal or familial relationship
- ▣ Current faculty at UCI
- ▣ Direct financial relationship

LOR: AP-11 – Qualifications/Relationship

50

- Add Letter-writer Qualifications to AP-11 form: can use letter-writer's biography OR a live, clickable link to referee website

- Describe relationship of referee to candidate; do not conclude. Examples:
 - Conclusion: Referee is not conflicted 
 - Not Descriptive Enough: Professor at Peer Institution 
 - Description of Relationship: Referee has worked with Dr. XX at XX institution, mentor relationship 
 - Description of Relationship: Referee has attended conferences with Dr. XX but has not collaborated with him/her in the past 

LOR: Conflicts – TIPS

51

- Ways to determine if a letter-writer is conflicted:
 - (1) Review with the faculty member, Merits/Promotions committee, or Chair
 - (2) Check the faculty member's CV. Look for recent collaborations, mentor/mentee relationship, current faculty at UCI, etc.
 - (3) Read the letter closely: how does the letter-writer describe their relationship to the candidate?

Helpful Hint: In PDF or Word, use CTRL+F to search for names of letter-writers in the CV

LOR: AP-11 - Internal v. External

52

- **For files with both External and Internal letters, the analyst must separate ‘Internal Referees’ from ‘External Referees’.**
 - Internal: Letter-writers from UC Irvine, either within the faculty member’s home department, or in another department
 - External: Letter-writers from outside UC Irvine; can be from the community, other Universities, or other UC campuses

- **External Letters must come first in the file.**
 - Add ‘External’ AP-11 to file, then all External Letters, then add ‘Internal’ AP-11, then all Internal Letters.
 - Make sure to change the text at the top of the AP-11 to reflect the type of referee (External or Internal)

- **Assign letters to one set of LORs, numbers to the other to show differentiation**

LOR: AP-11 - Tips

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Helpful Hints

- Create the AP-11 and assign codes once you have received all letters and are ready to assemble the file; this ensures that the codes you have assigned are in the correct chronological order
- On the AP-11, each letter-writer's information must stay on one page
- If your text overflows to the next page, or information is cut off, you can manipulate the text box so that everything stays together

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AP-10 Addendum

AP-10 Addendum

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- **UC-AP 10 - Addendum Form: this form documents teaching, research and service activities**
- **The role of the faculty member is to submit the information for their file**
- **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**

AP-10 Training For Faculty

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USE WHEN REVIEWING AP-10/ADDENDUM

- [How to Complete AP-10 \(Recorded Presentation\)](#) [*6/12/23]
- [How to Complete AP-10 \(slide deck\)](#)

UC-AP-10 Addendum

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- ▣ Section I -- Employment History
- ▣ Section II -- Teaching/mentoring
- ▣ Section III -- Research/Creative activities
- ▣ Section IV -- Profession recognition/Clinical competence and service activities
- ▣ Section V -- University services

Reminders: AP-10 Addendum

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ADDENDUM

Name: _____

for the review period

October 1, 20____ through September 30, 20____

- Include faculty name and review period on every page of addendum
- 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/wp-content/uploads/UCI-AP-10.docx>
- Inclusive Excellence/Diversity statement - only required for the initial appointment but may be included for merits, etc., if there is something you want to highlight
- CAP typically prefers Inclusive Excellence & Diversity information is included in the diversity sections in AP-10 for merit/promotion review.

Review Periods

Review Periods for Academic Review Files

Merit Increase:

The review period is October 1st prior to the July 1 effective date of the last action. If this is a first merit increase, following initial appointment, the effective date will from the date of appointment through 09/30.

MCA:

The review period for a mid-career appraisal is from the date of initial appointment as Assistant Professor through 09/30. These review period dates will apply to the information included in the AP-10, which is included in a Merit + MCA file.

Promotion:

The review period is from October 1 prior to the last change in rank through 09/30. If the faculty member hasn't had a change in rank since his initial appointment, the review period will be from the date of his initial appointment through 09/30.

Promotion to tenure (Assistant Professor to Associate Professor):

The review period is from the date of appointment as Assistant Professor through 09/30. However, if a tentative decision, additional information prior to decision, or preliminary assessment is requested by AP, the faculty may submit dossier materials all the way up through the date of final decision.

Advancement to Professor, Step VI:

The review period is from the date of initial appointment to the rank of Full Professor, or October 1 prior to the last change in rank, through 09/30.

Advancement to Professor Above Scale:

The review period is from October 1st prior to the faculty member's advancement to Professor, Step VI, through 09/30. If the faculty member was initially appointed to UCI as Professor, Step VI, the review period for his advancement to Professor A/S would be from the date of his initial appointment through 9/30.

AP-10 Section I

ADDENDUM for the review period October 1, 2019 through September 30, 2021 Name: _____

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

SECTION I – Previous Applicable Academic Employment

UC EMPLOYMENT HISTORY

Period	Title & Rank	Step	Time	Department
2020-present	Associate Professor	Step III	100%	Biological Chemistry
2018-2020	Associate Professor	Step II	100%	Biological Chemistry
2016-2018	Assistant Professor	Step IV	100%	Biological Chemistry
2014-2016	Assistant Professor	Step III	100%	Biological Chemistry
2012-2014	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.

List any academic employment at other institutions

AP-10 Section II

ADDENDUM

for the review period

October 1, 20____ through September 30, 20____

Name: _____

❖ Add asterisks to those with teaching evaluations. (For promotions, evaluations from the last 5 years should be included.)

SECTION II – Teaching Activity during review period

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

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

Underline regular courses.

(end of your review period)

Spring 2021 → BC225 → Epigen. Hum. Health/Dis. → 15 → 4 → 25
(# of students enrolled) (# of instructors) (your contribution %)

Spring 2021 → BIO199 → Chromatin Biol. → 3 → 1 → 100
(undergraduate research)

Spring 2021 → BC200C → Chromatin Biol. → 1 → 1 → 100
(your own graduate student research A (fall), B (winter), C (spring))

Spring 2021 → BC200R → Chromatin Biol. → 1 → 1 → 100
(rotation student)

Spring 2021 → BC523A → Medical Biochemistry → 106 → 10 → 10
(medical student course)



AP- 10 Section II

C. → **GRADUATE TEACHING (Residents, Fellows, PA, 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 → → 2019-present → 4-5 hrs /wk ¶

¶

..... Gastroenterology Consult Service → 2 Gastroenterology Fellows → Dec 24-Dec 28, 2019, → 4 to 6 hours/day ¶

¶

Clinical Teaching: → → → → ¶

Muscular Dystrophy clinic → → 1 resident & 1-2 fellows 2004-present 4hrs 2x week ¶

¶

Anteater GI Continuity Clinic → **1 GASTROENTEROLOGY FELLOW 10/2018 TO 9/2021, 4 HOURS WEEKLY** → → ¶

¶

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

Fellowship core curriculum lecture → → 1 resident & 1-2 fellows → 7/2020 ¶

¶

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

DO NOT NEED TO LIST NAMES OF STUDENTS, RESIDENTS AND FELLOWS DO NOT COPY PASTE THE SAME LIST TWICE. JUST EXPLAIN IF THE LECTURES WERE GIVEN TO BOTH

AP-10 Section III

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SECTION III – Research and Creative Activity during review period

A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CREDITED IN A PRIOR REVIEW INTELLECTUAL CONTRIBUTIONS

Category → Publication →

Journal Articles, Peer-Reviewed

78. Author, Author, **Yokomori, K.**, and Author.* (2021) 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 **Yokomori, K.** (2020) Title. Journal Volume:Pages.

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

76. Author, Author, **Yokomori, K.**, and Author. (2019) Title. Journal Volume:Pages.

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

→ Reference numbers must be sequential from old (#1 is your first ever published paper) to new (#78 (for example) is your latest paper) in your CV, which should not be changed and matched with the numbers here.

→ Your name in bold for easy detection.

→ Explain your role/contribution for each paper.

Invited Reviews and Book Chapters, Peer Reviewed

Case Reports, Peer Reviewed

Books, Peer Reviewed

Commentary

PUBLICATIONS SINCE LAST REVIEW

- ❑ Make sure that they are published during the review period.
- ❑ Stipulate “peer-reviewed” (or not).
- ❑ Separate original research articles and review articles.
- ❑ Stipulate your role as corresponding or co-corresponding author.
- ❑ For a middle author, explain your role and degree of contribution. (minor, moderate, major or %)
- ❑ Make sure the numbers match with those in CV.

AP-10 Addendum

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SECTION III – Research and Creative Activity during review period

A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CONSIDERED IN A PRIOR REVIEW

INTELLECTUAL CONTRIBUTIONS

Category

Publication

ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

Category

Creative Work

- Be sure to list authors in the published order. For co-authored or collaborative work, **the faculty member must state his/her role and/or share of contribution** (e.g., primary author, 50% co-author, secondary author, etc.)
- It is important to **describe unique, independent contribution to each publication** – reporting only the % effort is generally not helpful
- CAP appreciates a well-organized, clear file: **Publications should be grouped and listed on the AP-10 as to whether they are peer-reviewed, case studies, reviews, commentaries, etc., and then the links to those works should be grouped together.** All peer-reviewed publications should be listed together on the AP-10 and presented together. Book chapters should be listed together and presented together, etc.

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.
- 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 **Clinical X** and **Adjunct** faculty members
- Extramural funding (grants) and/or investigator-initiated clinical trials as **the PI, MPI or site-PI**
- Current Research protocols that have IRB approval, no presentation yet, can be mentioned in research statement.

AP-10 Addendum – Pubs Example

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Research Articles, Commentary, and Book Chapters are LABELED GROUPED TOGETHER, AND IN ORDER, with the most recent publications listed first, followed by older publications.

RESEARCH CONTRIBUTIONS ARE CLEARLY LISTED AND EXPLAINED (e.g. major contribution vs. moderate-major contribution)

A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CONSIDERED IN A PRIOR REVIEW INTELLECTUAL CONTRIBUTIONS

Category	Publication
Research Article #71	<p>Lin Z, Jin S, Chen J, Li Z, Lin Z, Li T, Nie Q, Andersen B. 2020. Interfollicular epidermal differentiation is gradualistic rather than stepwise with GRHL3 controlling progression from stem to transition cell states. <i>Nat Comm</i>.</p> <p>This research paper is from my laboratory, funded by my R01, and I am a corresponding author. The first and third authors are my graduate students and authors #4-6 were my undergraduates. The second author is a postdoc in Qing Nie's group with whom we collaborated on this project. Major contribution.</p>
Research Article #70	<p>Sheng X, Lin Z, Lv C, Shao C, Bi X, Deng M, Xu J, Guerrero-Juarez CF, Li M, Wu X, Zhao R, Liu X, Wang Q, Nie Q, Cui W, Gao S, Zhang H, Liu Z, Plikus MV, Lengner C, Andersen B, Ren F, Yu Z. Cycling Stem Cells Are Radioresistant and Regenerate the Intestine. <i>Cell Rep</i>. 2020;32(4):107952. doi:10.1016/j.celrep.2020.107952. PMID: 32726617.</p> <p>My graduate student Ziguang Lin is the co-first author on this research paper. We were responsible for much of the single cell RNA-seq analysis, I helped interpret data, plan experiments, write and edit the manuscript. The senior author, Dr. Yu, was my past postdoc, now holding an independent professor position. Moderate-major contribution.</p>
Commentary #21	<p>Plikus MV, Andersen B. Skin as a window to body-clock time. <i>Proc Natl Acad Sci U S A</i>. 2018 Nov 27;115(48):12095-12097. doi: 10.1073/pnas.1817419115. Epub 2018 Nov 14. PMID: 30429317; PMCID: PMC6275515.</p> <p>A commentary, co-written with my colleague Max Plikus; I wrote the first draft and finalized the editing. Major contribution.</p>
Book Chapter #10	<p>Kashgari G, Huang Y, Andersen B. Embryonic development of the epidermis. In <i>Reference Module in Biomedical Sciences</i>. C.A. McQueen (ed). Elsevier Inc. 2018.</p> <p>This book chapter is from my laboratory and I am the corresponding author. The first author, Ghaldaa Kashgari, was my graduate student. Major contribution.</p>

AP-10 Addendum – Pubs Example

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A. PUBLICATIONS AND CREATIVE ACTIVITY NOT CONSIDERED IN A PRIOR REVIEW

INTELLECTUAL CONTRIBUTIONS

Category	Publication
Book Chapters	
27.	Tewari KS, Penson RT, and Monk BJ. Chapter 77: Ovarian Cancer. In: DeVita VT, Lawrence TS, Rosenberg SA, eds. DeVita, Hellman, and Rosenberg's Cancer: Principles & Practice of Oncology. 11th ed. Philadelphia, Pa: Lippincott Williams & Wilkins; 2019. /jennifly/OBGYN Faculty Publications/Publications_K_Tewari 2/Book Chapter #27, Tewari

Contribution to this publication: I am the primary author and corresponding author.

Journal Articles, Peer Reviewed – Original Research

184.	Tewari KS, Sill MW, Monk BJ, Penson RT, Moore DH, Lankes HA, Ramondetta LM, Landrum LM, Randall LM, Oaknin A, Leitao MM, Eisenhauer EL, DiSilvestro P, Van Le L, Pearl ML, Burke JJ, Salani R, Richardson DL, Michael HE, Kindelberger DW, Birrer MJ. Circulating Tumor Cells In Advanced Cervical Cancer: NRG Oncology - Gynecologic Oncology Group Study 240 (NCT 00803062). Mol Cancer Ther. 2020 Aug 26;molcanther.0276.2020. doi: 10.1158/1535-7163.MCT-20-0276. https://doi.org/10.1158/1535-7163.MCT-20-0276
------	---

Contribution to this publication: I am the first author and corresponding author of this study.

183.	Tewari KS, Sill MW, Coleman RL, Aghajanian C, Mannel R, DiSilvestro PA, Powell M, Randall LM, Farley J, Rubin SC, Monk BJ. Bevacizumab plus fosbretabulin in recurrent ovarian cancer: Overall survival and exploratory analyses of a randomized phase II NRG oncology/gynecologic oncology group study. Gynecol Oncol. 2020 Oct;159(1):79-87. doi: 10.1016/j.ygyno.2020.07.015. Epub 2020 Jul 26. PMID: 32723679. https://doi.org/10.1016/j.ygyno.2020.07.015
------	--

Contribution to this publication: I am the first author and corresponding author of this study.

In this example, 'like' publications are grouped together: book chapters are listed first, followed by Peer Reviewed, Original Research, organized in order of publication.

Research contributions are brief, but clearly listed. Links to pubs are included in the AP-10 and they were also included in the appropriate location in the file – including links here can make it easy for reviewers to review the file.

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
- Community outreach activities

Clinical competence

- Evidence of provision of high-quality patient care
- Board certification
- Leadership role in your division, clinical program

Reminder: AP-10/Previously Submitted

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B. PUBLICATIONS AND CREATIVE ACTIVITY PREVIOUSLY SUBMITTED

INTELLECTUAL CONTRIBUTIONS

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

ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

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

This section is completed only for Promotions, Advancements, MCA's

Reminder: AP-10/Abstracts

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SECTION IV – Professional Recognition and Activity during review period

A. HONORS AND AWARDS

Date(s) *Description*

B. MEMBERSHIPS

Date(s) *Description*

C. PROFESSIONAL ACTIVITY

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

Date(s) *Description*

Invited presentations at professional meetings

Date(s) *Description*

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

Date(s) *Description*

Accepted presentations at professional meetings

Date(s) *Description*

Other presentations at professional meetings

Date(s) *Description*

Media Appearances and Interviews

Date(s) *Description*

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

Date(s) *Description*

Abstracts are noted in Section IV under ‘Accepted presentations at professional meetings’.

University Service

Division/Department Committees: PEC, CCC, Educational, Wellness, Interviews, etc

School of Medicine: Interview medical student applicants, office of medical education, curriculum review, advisory committee for dean's office, cross collaborations across depts; UCIMC hospital committee work, e.g. UCI Medical Center Service: M-Power Committee, SQIS, Patient experience, etc

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

University: Across the UC system, UCOP advisory committee, EPIC

Less service is expected from Assistant Professors

Significant service is expected at higher ranks

AP- 10 - Section V: University service for HS series faculty

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- **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

AP-10 Addendum

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I certify that the information on this Addendum to the Biography form is correct:

Signature

Date

Certification via ScholarSteps serves as a signature; if this is a paper file (i.e., appointment, split-appointment, non-reappointment or department chair administrative review) please be sure to have the faculty member sign and date.

TEACHING

Teaching – 2022 Reminder

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- Winter, Spring, Fall 2020 Evaluations were watermarked with “COVID-19” and can be excluded from future review unless faculty chooses to include them
- Winter 2021-Winter 2022 Evaluations are required in review, but still watermarked
- Spring 2022 and forward evaluations are required in review file, and NOT watermarked
- **REMINDER:** SOM AA REQUIRES Reflective Teaching Statements that include reflections on student Teaching Evaluation comments.

FAQ's related to COVID's impact on Review Files can be found here: <https://ap.uci.edu/covid19/>

Teaching Effectiveness – Evidence Req'd

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File **MUST** include the following:

- 1) Student Teaching Evaluations
- 2) Any of the following additional evidence

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

- **Teaching self statement** * (similar to research self statement)
- Course syllabi
- Teaching Practice inventory (Weiman and Gilbert, CBE 13: 552-569)
- Peer evaluation
- Teaching Awards (with appropriate context – school, Dept, National level)
- Student achievement/learning gains

***SOM Practice is to use this as the 2nd piece of Evidence**

Teaching Effectiveness – Required Evidence (NOTES)

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All faculty Appointment/Review files **MUST** include the following evidence (see checklist):

1. **Student Teaching Evaluations** - Raw data and Summary of teaching evaluations
 - ****Merit and Promotion Files MUST include Student Teaching Evaluations****
 - If there are no student Teaching Evaluations available (new appointments only), and/or if there are ANY negative teaching evaluations or comments, **this must be addressed in the Department Letter, AND the faculty must address this in the reflective teaching statement. Candidate may include additional evidence in the file**

Teaching Effectiveness – Other Evidence (NOTES)

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2. Reflective Teaching Statement OR other Evidence (see previous slide and <https://ap.uci.edu/evidence-of-teaching-effectiveness/>). *SOM Practice is to use a Reflective Teaching Statement as 2nd piece of Evidence*

- Must be labeled with faculty member's name and department, and proposed action
- ★ ■ Teaching Statement must be reflective of current review period and no more than 2 pages (<https://ap.uci.edu/faculty/guidance/teachstatement/>)
- ★ ■ If there are ANY negative teaching evaluations or comments, *this must be addressed in the Department Letter, AND the faculty must address this in the reflective teaching statement. Candidate may include additional evidence in the file*

Teaching Effectiveness – Other Evidence (NOTES)

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Peer reviews are from a colleague

- Colleagues are invited to observe a faculty member's teaching in order to make an assessment
 - e.g. Classroom, Clinics, Grand Rounds, Morning or Noon Conferences
- Peer-review must be contemporaneous
- ***It is not considered a peer review if it is from a resident or fellow (that would be viewed as a teaching evaluation)***
- <http://dtei.uci.edu/the-peer-evaluation-of-teaching/>

Teaching Evidence – How to Submit

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ScholarSteps Files: AP/CAP requires teaching evaluations be uploaded to ScholarSteps as ONE continuous .PDF file; Additional Evidence should be included in the appropriate area of ScholarSteps

Teaching – Tips/Reminders

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Please make sure that all evaluations in the File are **within the Review Period**, and are **CLEARLY LABELED** with the correct date, name of Faculty and Course name or other teaching event name.

Other than the COVID Accommodations mentioned previously, **FACULTY MAY NOT PICK AND CHOOSE WHICH EVALUATIONS ARE INCLUDED IN THE FILE** – Analyst should make sure that all evaluations for the Review Period are included in the file.

PLEASE REVIEW THE TEACHING EVALUATIONS AND REMOVE ANY DUPLICATED INFORMATION

The following items should not be included with the teaching evaluations:


- ❑ Sign-In Sheets, or Blank pages with no useful information
- ❑ “No Contact” or Blank Evaluations
- ❑ Evaluations which include names/evaluations related to other faculty (*if it’s a team-taught course or event, REDACT the other faculty’s name)
- ❑ Student Names or other Identifying Information – REDACT STUDENT NAMES

Publications: Definitions

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Publication

- A work that has been officially accepted and published and assigned a unique identifier.





Commentary |  Full Access |

Commentaries on 'Non-pharmacological interventions for assisting the induction of anaesthesia in children' with a response by the review authors

Zeev N. Kain, Suzanne Strom, Jarmila Kim, William M. Splinter, Allan Cyna

First published: 26 January 2011 | <https://doi.org/10.1002/ebch.671> | Cited by: 2

UC-eLinks

 SECTIONS  PDF  TOOLS  SHARE

Abstract

These are commentaries on a Cochrane review, published in this issue of EBCH, first published as: Yip P, Middleton P, Cyna AM, Carlyle AV. Non-pharmacological interventions for assisting the induction of anaesthesia in children. *Cochrane Database of Systematic Reviews* 2009, Issue 3. Art. No.: CD006447. DOI: 10.1002/14651858.CD006447.pub2.

Publications: Definitions

Accepted Publication

- Works that have been drafted and accepted for publication within the review period but will not be published within the review period. In order to submit on the AP-10, the faculty member must have proof that the final version of the publication has been approved and accepted by the editor of the journal. This proof (a letter or Email) along with the final copy of the publication must be included as evidence of the accepted publication.

- Example: Review period ends on 9/30, and the faculty member has included an item on his/her CV/AP-10 and Webfiles with a publication date of 11/1. The faculty member has a letter or Email from the publisher of the journal which shows that the journal accepted this publication on 9/15. This is acceptable to include in file.

Publications: Definitions

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Submitted Publication

- Work that has been submitted to a journal but has not been formally accepted within the review period.
- This type of publication may have been informally accepted for publication; it may be in a revision stage, or the journal may have notified the faculty member that the item will be published at a future date, pending other contributions or edits from the faculty member.
- AKA: “In Revision” or “In Review”

Publications: Definitions

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Work in Progress

- A work that is currently in a ‘draft’ stage. The publication could be at an early stage, it could be complete and ready for publication, or anywhere in between. The publication has not yet been submitted to a journal or accepted.
- AKA: “Drafts” or “Forthcoming”

Publications: What to include on AP-10

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- Published: Can be included on the AP-10 as long as it was published within the review period.
- Accepted: Can be included on the AP-10 as long as the faculty member has proof that it was accepted by a journal within the review period. Faculty member must also include the final version of the publication along with an acceptance letter or Email.
- Submitted and Work in Progress: Cannot be included on the AP-10 since these are neither published or accepted for publication within the review period. May be included at a future review date. Faculty member may wish to include on the CV to show productivity

Publications: Tips

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- New Appointment files
 - File does not need to include every single publication ever published
 - The faculty member may wish to highlight recent accomplishments, within the last year, or few years, or publications they feel represents their best work.

- Merit/Promotion files
 - All work published or accepted within the review period, must be included in the AP-10, and represented by a live link

Publications: Tips

- Submitted and Works in Progress/Numbering on the CV: Assigning a number to these works may be problematic. If the item is not published, and/or another work is published before the work in progress, it may 'throw off' the numbering system, and result in confusion for future review files (especially Promotion files).

Publications: Guidelines

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- Each Publication in a review/appointment file must be numbered, and the number assigned must match across the AP-10, CV and Webfiles/Publication link
- Pub #'s must be in reverse-chronological order. The earliest publication earns the lowest number, and the most recent publication earns the highest number.
- Pub #'s must stay consistent over time and between files – this is especially important for Promotion files. It helps reviewers compare publications and determine which are new vs. previously submitted

Publications: Guidelines

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- For both Scholar Steps files and .PDF files, publications must be submitted via a live, clickable link. All links must lead to the correct publication, and must be accessible without a password
- All pubs in the AP-10 must be published or accepted within the file review period (*accepted publications require back-up to show proof of acceptance)

Publications: Guidelines

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How to include publications in the file, see Academic Personnel's announcement here:

<https://ap.uci.edu/webfilesend63021/>

Publications: Analyst Review

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- Prior to submitting the file, the Analyst must check each publication to ensure:
 - The publication has been published within the review period, OR
 - If it hasn't been published, that the accepted publication has appropriate evidence to support its acceptance – include an Email or memo that clearly indicates acceptance
 - The publications page must include the faculty member's Name, Department, and Proposed Action at the top of the page.
 - The file must include a **live, clickable link that takes the reviewer to the correct publication.** Publication must be accessible without passwords
 - Include publication numbers next to each link – pub #s must correspond to what is in the AP-10 and CV, must be in order, organized, easy to review

When all links have been added TEST ALL YOUR LINKS, before uploading to ScholarSteps

Publications: Example

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Copy relevant publications from the CV/AP-10, paste them onto a Word doc.

Find article online, add Hyperlink to the publication title.

Easy for reviewers to view pub title, assigned #, Publication type (Peer-reviewed papers), pubs look well-organized.

TIPS:

When all links are added, convert Word document to .PDF, upload to Review, or include in 'paper' file.

LINKS HERE SHOULD BE SUPPORTED BY AP-10

Please make sure the links are 'live', clickable, and are accessible without a password

Publications must be published or accepted within the file review period; 'accepted' publications require additional evidence

William Yong, APPOINTMENT TO PROFESSOR, STEP V, 7/1/23

Peer-reviewed Papers (published)

1. Yong WH, Wyman S, Levy JA. [Optimal conditions for synthesizing complementary DNA in the HIV-1 endogenous reverse transcriptase reaction.](#) AIDS. 1990; 4:199-206
2. Yong WH, Robert ME, Secor DL, Kleikamp TJ, Vinters HV. [Cerebral hemorrhage with biopsy-proved amyloid angiopathy.](#) Arch Neurol. 1992; 49:51-58
3. Yong WH, Mattia AR, Ferraro MJ. [Comparison of Fecal Lactoferrin Latex Agglutination Assay and Methylene Blue Microscopy for detection of fecal leukocytes in Clostridium difficile-associated disease.](#) J Clin Microb. 1994; 32:1360-1361
4. Yong WH, Southern JF, Pins MR, Warshaw AL, Compton CC, Lewandrowski KB. [Cyst fluid NB/70K concentration and leukocyte esterase: two new markers for differentiating pancreatic serous tumors from pseudocysts.](#) Pancreas. 1995; 10:342-346
5. Yong WH, Chou D, Ueki K, Harsh GR, von Deimling A, Gusella JF, Mohrenweiser HW, Louis DN. [Chromosome 19q deletions in human gliomas overlap telomeric to D19S219 and may target a 425 kb region centromeric to D19S112.](#) J Neuropath Exp Neurol. 1995; 54:622-626
6. Yong WH, Ueki K, Chou D, Reeves SA, von Deimling A, Gusella JF, Mohrenweiser HW, Buckler AJ, Louis DN. [Cloning of a highly conserved human protein serine-threonine phosphatase that maps to the glioma candidate region on chromosome 19q13.3.](#) Genomics. 1995; 29:533-536

Publications: Submitted Sample Email

95

Ref.: Ms. No. B-6578R1

Epstein - Barr virus (EBV) Association with Plasma Cell Neoplasms Histology and Histopathology

Dear Dr. [REDACTED]

I am pleased to tell you that your work "Epstein - Barr virus (EBV) Association with Plasma Cell Neoplasms" is acceptable for publication in Histology and Histopathology, but it is necessary that you prepare the paper according to the editor's comments.

Comments from the Editor and Reviewers (if any) can be found below.

Note that publication of your paper will proceed on receipt the payment of 950.00 euros, to cover part of the publication cost. You will receive the invoice after you return your manuscript corrected according to the attached comments. The printer will begin to work with your article after reception of the payment; then, is when your article will be formally accepted. If the institution that will pay the invoice is member of the EU, we need to know their VAT number for intra-community operation. It should be allowed to make intra-community operations. If not, the invoice should be increased with the VAT tax.

Editor:

1. To submit a revision, go to https://urldefense.proofpoint.com/v2/url?u=http-3A__hh.edmgr.com__&d=DwlGaQ&c=dzudOe-KyRBOwGgecHzPA&r=3H13COUUhFiudP4UWLHiBw&m=LfcSZNwpcGch-cN5zQJMmZK2eM9zXXAUBXPKW7v-M&s=SWIB8Ama87fLfsnkHU0qLn-WOWChar6Q_EvnC1ewXxl&e= and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there. You should upload the following items: a) the text in word or rtf (if possible, include the Tables at the end of the manuscript), and b) the figures in tif, jpg or ppt
2. Digital images. Black and white figures must be at gray scale. Line art files must have a 500dpi resolution, while other images must have a 300dpi resolution.
3. Please, carefully check that all the articles cited in the text are in the Reference list, and vice versa.
4. Please, check that the name of the authors is correctly spelled and that the place of work is correct.
5. The articles must be cited, both in the text and in the Reference list, according to the Instructions of the Journal. You can get them in our web site. Please, follow them carefully. They are also attached.
6. The following author(s) has(have) not answered to the Questionnaire: Kanwarpal Kahlon. All the authors must answer before publication of the article. We have recently sent a new e-mail with a link to answer to the questionnaire.

Documentation is questionable: faculty member may not be able to submit this as proof of acceptance; analyst should ask whether faculty has any other evidence.

Publications: Accepted Sample Email

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From: SpringerMeteor [mailto:noreply@meteor.springer.com]
Sent: Saturday, November 28, 2015 7:54 PM
To: [REDACTED]
Cc: daniela.graf@springer.com; melanie.thanner.consultant@springer.com
Subject: Invitation to the Project: Encyclopedia of Cancer

Dear [REDACTED],

Thank you very much for becoming a contributor for the **Encyclopedia of Cancer**, edited by **Manfred Schwab**. With this e-mail we invite you officially to be the author for the following topic(s):

- »Hodgkin Disease, Clinical Oncology« (entry type: "Essay"; together with [REDACTED])

Please follow these steps:

1. **Register:** Please register with our online submission platform **Meteor** at your earliest convenience by clicking on this link:
<https://meteor.springer.com/meteor/access/resetpassword.jsf?user=416356&token=dc32-31d2-e5b4-2baf>
It also allows you to receive **immediate unlimited access to all Major Reference content** on Springer's official publication platform SpringerLink.
2. **Consent to Publish:** You will then be asked to accept the copyright transfer agreement ("Terms & Conditions"). This is very important as it is a legal prerequisite to our publishing your contribution(s).
3. **Check your Details:** Please check if your contact details are correct. (You can correct your user data by clicking on your name in the top right corner and selecting the menu item "Profile"):
 - o Your user data:
Last name: [REDACTED]
First name: [REDACTED]

Documentation is acceptable; the faculty member may submit this as proof of acceptance.

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Department Letter

Department Letter

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Must be written **on behalf of the department** by a **member of Merit/Promotions Committee or Chair-designee** and **addressed to the appropriate approval authority.**

For More Info:

- [See APP 3-20](#) for more information about Department Letter
- [See APP 3-60-D1](#) for Addressing Guidelines
- See SOM AA 'Addressing Letters' document, [here](#)

Department Letter

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MUST INCLUDE:

- Proposed Action
- Department faculty's recommendation, including the reasons for any dissension, and discussion of strengths and weaknesses of the case
- Report of faculty opinion and vote, as described in Section [APP 1-14](#). When there are significant divisions of opinion, the reasons for the opposing positions should be summarized
 - Report of faculty opinion must be included BOTH in the body of the letter and as a separate document, attached to the end of the letter (*SOM Vote Grid Template; on our website)
- Analytical evaluation of the faculty member's performance in each of the following areas of responsibility (series-based criteria):
 - Teaching - (Please see [APM Policy 210-1-d-\(1\)](#))
 - Research and creative activity - (Please see [APM Policy 210-1-d-\(2\)](#))
 - Professional competence and activity - (Please see [APM Policy 210-1-d-\(3\)](#)).
 - University and public service – (Please see [APM Policy 210-1-d-\(4\)](#)).
- If letters of recommendation (LOR) are included in the file, the evidence provided in the letters should be weighed and discussed in the department letter. ****When referring to the LORs, must only be referred to by their assigned code****

Department Letter +/- Chair Letter

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- Chair letter is provided in situations when:
 - ▣ It is the department's practice that the Chair does not vote with the department and instead, records his/her own vote via a Chair letter
 - ▣ The Chair wishes to provide their own opinion, SEPARATE from the department
 - ▣ In cases where the Chair does not agree with faculty opinion
 - ▣ The Chair wants to clarify, or provide additional information in the file (e.g. negative evaluations, contributions to collaborative work, conflicts of interest)
 - ▣ **NEW FOR 2022-23:** CAP appreciates a Chair letter for Senate Promotions and Accelerations, and A/S Merits

Department Letter – Chair Signature and Vote

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Please note on the vote page how the Chair records his/her vote, and this **must** adhere to the department bylaws

For example:

- **“The Chair voted with department”**- include Chair in eligible count. The Chair must not sign the letter as ‘I concur’ and should not include an independent Chair letter.
- **“The Chair did not vote with the department”** (Chair should not be included in ‘eligible’ count). OR **“The Chair records his/her vote separately”** (Chair should not be included in ‘eligible’ count).
 - *In this case, the Chair must ~~either sign department letter with “I concur” or~~ provide a separate Chair letter.*
 - **New 22-23 – Chair MUST NOT DRAFT, SIGN, OR OTHERWISE PARTICIPATE IN THE DEPARTMENT LETTER**

Department Letter – Vote Grid

NEW Department Voting Grid Terminology

FOR	The faculty vote is in favor of the proposed action
AGAINST	The faculty vote is not in favor of the proposed action
ABSTAIN	The faculty vote is abstain on the proposed action
DID NOT VOTE	The faculty did not vote
TOTAL ELIGIBLE TO VOTE	The members of the department eligible to vote excluding: Administrators serving at other levels of review [example, CFAC, ARAC, CXAC, Assoc. Deans, members of CAP, etc.: refer to APP 1-14-D, Multilevel Review Process] Near relatives Faculty who recuse themselves because of conflict of interest The individual under review

[*PLEASE REVIEW* APP 1-14](#)

USE UPDATED SOM VOTE GRID TEMPLATE

Department Letter – Vote Sample

Department Vote Samples

The following two samples of departmental vote summaries display the vote in ways that are easy for reviewers to read:

Department Vote Sample #1

RANK	FOR	AGAINST	ABSTAIN	DID NOT VOTE	TOTAL ELIGIBLE TO VOTE
Professor*	8	2	1	2	13
Associate Professor	6	0	0	0	6
Assistant Professor	3	1	0	0	4

* The chair voted with the department.

Department Vote Sample #2

DEPARTMENT VOTE	FOR	AGAINST	ABSTAIN	DID NOT VOTE	TOTAL ELIGIBLE TO VOTE
SENATE					
Professors*	21	0	4	3	28
Assistant Professors	8	0	2	0	10
NON-SENATE					
Professors	2	0	0	2	4
Associate Professors	11	0	0	1	12
Assistant Professors	3	0	0	0	3

Note: The chair votes separately from the department and is not counted in the total eligible to vote.

*Associate Professor of Teaching counted with Professors to preserve confidentiality.

Department Vote Sample #3

RANK	FOR	AGAINST	ABSTAIN	DID NOT VOTE	TOTAL ELIGIBLE TO VOTE
Associate/ Full Professor*	6	2	1	0	13
Assistant Professor	3	1	0	0	4

* Associate and Full Professor combined to retain anonymity.

REMINDER

(1) MUST FOLLOW DEPARTMENT VOTE PROCEDURES

(2) Non-Senate votes on Senate files must be approved in advance, and noted as 'Non-Senate Advisory'

Department Letter – SOM Vote Grid

Faculty Vote and Opinion: Departmental Recording of Votes

Department: _____

Candidate's Name: _____

Date of Vote: _____

Proposed Action: _____

From: _____

To: _____

DEPT VOTE	FOR	AGAINST	ABSTAIN	DID NOT VOTE	TOTAL ELIGIBLE
Senate					
Professors					
Assoc. Professors					
Asst. Professors					
Non-Senate					
Professors					
Assoc. Professors					
Asst. Professors					
Total					

Comments:

*Use the Comments area to describe reasons for abstentions or negative votes

**See APP 1-14 for policy on Departmental Voting Procedures

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Advisory Committees

Advisory Committees

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- **Clinical Faculty Advisory Committee (CFAC)**
 - Reviews all actions for the Health Sciences series (except HS. Clinical Instructor)
 - Files are pre-reviewed by Mohammad Helmy, MD, Associate Dean for Academic Affairs/Clinical
- **Academic Resources Advisory Committee (ARAC)**
 - Reviews all actions for the Line, In Residence and Adjunct series
 - Files are pre-reviewed by Geoffrey Abbott, PhD, Senior Associate Dean of Academic Personnel
- **Clinical X Committee (CXAC)**
 - Reviews all actions in the Clinical X series
 - Files are pre-reviewed by Geoffrey Abbott, PhD, Senior Associate Dean of Academic Personnel
- **Volunteer Faculty Advisory Committee (VFAC)**
 - Reviews all actions in the Volunteer series
 - Files are pre-reviewed by Mohammad Helmy, MD Associate Dean for Academic Affairs/Clinical

Advisory Committees

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Advisory committees meet monthly to review all new appointments and most academic actions. The meeting dates are set in advance and available on the [SOM Academic Affairs website, 'Calendars' page](#)

Complete files must arrive no later than 15 days before the scheduled meeting.

- ❑ Incomplete files will be returned and may not make it to the next monthly meeting
- ❑ Complete files are added to the agenda and reviewed at the scheduled advisory committee meeting
- ❑ Each committee has a review file “cap”/maximum

Advisory Committee

COMMITTEE REVIEW MEETINGS SCHOOL OF MEDICINE 2023

ARAC (Academic Resources Advisory Council) Meets 3rd Thursday of every month at 4:00pm

Reviews:

All New Appointments:	Line Series, In Residence Series, Adjunct Series
All Promotions:	Line Series, In Residence Series, Adjunct Series
All Change of Series into	Line Series, In Residence Series, Adjunct Series
Advancement St VI & A/S	Line, In Residence Series, Adjunct Series
Accelerated Actions of two or more years	

CLINICAL X Committee Meets 3rd Monday of every month at 8:00 a.m. (*4th Monday in January/February/June due to University Holidays)

Reviews:

All New Appointments:	Clinical X Series
All Promotions:	Clinical X Series
Advancement St VI & A/S	Clinical X Series
All Changes of Series into	Clinical X Series
Accelerated Actions of two or more years	

CFAC (Clinical Faculty Advisory Committee) Meets 2nd Tuesday every month at 7:00 a.m.

Reviews:

All New Appointments:	Health Sciences Clinical Series (Except H.S. Clinical Instructor)
All Promotions	Health Sciences Clinical Series
Advancement St VI & A/S	Health Sciences Clinical Series
All Changes of Series into	Health Sciences Clinical Series
All Accelerations	Health Sciences Clinical Series

VFAC (Volunteer Faculty Advisory Committee) Meets 3rd Wednesday of every month at 12:00 p.m.

Reviews:

All New Appointments	Volunteer Faculty
All Promotion	Volunteer Faculty

**FILES MUST BE RECEIVED IN THE DEAN'S OFFICE AT LEAST 15 DAYS PRIOR TO THE MEETING DATE
IN ORDER TO BE ON THE AGENDA FOR THE MONTHLY MEETING**

CFAC Dates
1/10
2/14
3/14
4/11
5/9
6/13
7/11
8/8
9/12
10/10
11/14
12/12

ARAC Dates
1/19
2/16
3/16
4/20
5/18
6/15
7/20
8/17
9/21
10/19
11/16
12/21

CLINX Dates
1/23*
2/27*
3/20
4/17
5/15
6/26*
7/17
8/21
9/18
10/16
11/20
12/18

VFAC Dates
1/18
2/15
3/15
4/19
5/17
6/21
7/19
8/16
9/20
10/18
11/15
12/20

Upcoming Training

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New Analyst Training Series

Recommended to attend the series if you are a new Academic Affairs analyst or Department Administrator or want to refresh your knowledge about Academic HR.

Session One: An Introduction to Academic Affairs

Monday, August 21 9:00 to 10:00 a.m.

Registration link: https://uci.zoom.us/meeting/register/tJYof--srDwpHdLS_DayX9DW1-X91eX7aa49

Session Two: Faculty Appointment and Review Files

Tuesday, August 22 9:00 to 11:00 a.m.

Registration link: <https://uci.zoom.us/meeting/register/tJEIc-qgpz4qE9JnoQ9kcHPD7mYPL1Fwrydv>

Session Three: Postdoc Appointment and Review Files

Thursday, August 24 9:00 to 10:00 a.m.

Registration link: <https://uci.zoom.us/meeting/register/tJEqceCuqTgvEtWCZa38vaMUEEimWQSBBRuT>

Session Four: Researcher Series Appointment and Review Files

Friday, August 25 9:00-10:00am

Registration link: <https://uci.zoom.us/meeting/register/tJ0udOqvqjgqE9FiNShp9mqC4CXJRBn31uKS>

Recommended for those that are new to the Academic Affairs role (within 1-2 years), AND for seasoned analysts.

Office Hours

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Wednesdays 11:00am to 12:00pm

Zoom Link: <https://uci.zoom.us/j/95653733054>

QUESTIONS

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