

SOM Academic Affairs: An Introduction

The Dean's Office

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Resources & Tips

SCHOOL OF MEDICINE ACADEMIC AFFAIRS

NEW ANALYST TRAINING SERIES (1)

AUGUST 2023

School of Medicine Academic Affairs

School of Medicine, Dean's Office

Academic Affairs Team

Geoffrey Abbott, PhD

Senior Associate Dean, Academic Personnel

Mohammad Helmy, MD

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Associate Dean for Academic Affairs/Senate

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Executive Director, Academic Affairs

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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

Assigned Dean's Analysts

Note: These assignments will change soon

Jaylee Mai's back-ups are the Primary Analyst: Chanthou or Mirella, depending on dept.

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

Department Analyst's Role

The Analyst's Role in the Department

- First or second line of contact on Academic Affairs issues at the department level
- Initiate Academic Affairs action items
- Research, consult/advise on Academic HR policy/procedures
- Receive/distribute information and documents
- Review items for accuracy, adherence to policy/procedures that are established for the University, Campus, School, and Department
- Assist/Advise department faculty, CAO, and Chair on policy, procedure, timelines, etc

Other

- Coordination: Onboarding, Payroll, Visas
- Manage and Track Academic Data: HR ServiceNow, track academic appointment/reviews, leaves, etc.

Department Vs. Dean's Analyst

Department	Dean's Office
Makes the initial proposal for action	Reviews/Verifies proposed action
Puts together file, making sure all forms are complete and accurate	Reviews file for completeness and communicates any missing or incomplete items
Reviews important dates, deadlines and ensures files arrive in a timely manner	Moves files along to final decision authority
Consults appropriate policies and contracts to ensure appropriate proposals	Available for consultation and guidance

University/Campus/
School

University, Campus, School, Department – what's the difference?

Knowing the difference between policies/procedures at the University School and the Department level will help you find information quickly and advise your department appropriately

University Level - UCOP

The Office of the President creates and administers University-wide policies which apply to all campuses within the UC system.

[About the APM | UCOP](#)

APM : Campus policies are based on these guidelines – our campus has extensive campus guidance on Senate titles; however, SOM has many more Non-Senate title series than other schools on campus. The APM is an excellent reference tool when you have questions about these series.

Your Dean's Analyst can help you sort through the information in the APM

Campus Level - Irvine

The Office of Academic Personnel creates policies/procedures and guidelines for our specific Campus

[Academic Personnel](#)

[APP – Academic Personnel Policy \(Campus level Policies\)](#)

[Guidance for Faculty on Preparing Academic Review Files – Academic Personnel](#)

[Academic Delegations of Authority – Academic Personnel](#)

[Senate and Non-Senate Academic Titles](#)

[Salary Scales](#)

[All Lists, Forms, Matrices](#)

[AP Recruit](#)

[Scholar Steps](#)

School Level - SOM

SOM - Academic Affairs

SOM Policies/Procedures on:

- Layoffs/Reduction in Time
- Tentative Offer Letters
- LOR Guidelines
- Training Resources
- Title series comparisons
- Important deadlines/calendars
- Volunteer Clinical Faculty
- Recruitment Workflow – SOM-specific

Department Level

Your department will have its own department-level guidelines, policies, procedures.

In conjunction with your Department Administrator and Chair, you may be asked to advise on development of policies, procedures, documents and documentation methods

- Consult with your Dean's Analyst and other sources of information when advising your department on Academic Affairs issues

The Academic Year Cycle (Annual Calendar)

Academic Year Cycle

Jan-April (or earlier) – TOL's and recruitments for July 1 hires

Feb/March – Budget

April/May – Faculty and Academic Renewals (AP-21s), vetting for layoffs and Non-Renewals and Partial Renewals

April/May/June – Review Proposed actions for next AY, set timeline for faculty file completion and meeting to vote on files

April/May/June – New Faculty files prep/finalize for July hires, close out recruitments

June/July – Notify faculty of files due, materials needed, start prepping files

July/August/All year – close out recruitments, open new recruitments for new AY, or open/close specialized recruitments

August/Sept – Progress Reports due to AP

September – Fall Kick-Off Event – AP – plan on attending+

October – SOM Dean's Office: file review deadline (10/3/23)

November – SOM Dean's Office: file review deadline (11/1/23)

December – SOM Dean's Office: file review deadline (12/1/23)

October-March – Files returned to department with final decisions for upcoming FY

Keeping Track of Academic Appointees

Why should I track my faculty?

- Easy to track which actions are due and deadlines
- A log or other tracker will help the department complete reports: Progress Reports, Proposed Action reports, Late File reports, State of the Unit reports, etc.
- Track your Joint Appointments, Affiliates, Visa end dates etc.
- Track special situations: Stop the Clock (STC), sabbaticals, leaves, etc.
- Track Special Licenses (2111 & 2113) end dates (and renew them in a timely manner: [contact sncastel@hs.uci.edu](mailto:sncastel@hs.uci.edu) to renew 3 months prior to expiration)
- Stay on top of Specialist step increases and new Postdoc salary/experience level 'bumps': these occur on dates other than 7/1
- Track each faculty member's Action history

Faculty Reviews and Assistant 'Clock'

Each Faculty is reviewed every 2-3 years, and Faculty may not exceed 5 years at any Step

Faculty in the Assistant rank are subject to the '8-year rule' if they are appointed at more than 50% time OR when they hold an appointment in the HS series, along with an appointment at 50% or more at an Affiliate site

Pay special attention to Assistant rank faculty to ensure they do not exceed 8 years at rank

- Track each action and the predicted time towards Promotion to Associate rank
- Make note of any special situations, e.g. moving from one series to another, which may affect time towards promotion
- Include Mid-Career Appraisals, and special situations like 'Stop the Clock' (STC) or Deferral of Review

How to Determine Next Review

Use your Resources

Look at the Pay Scales – ‘Normal’ time at rank and step is noted next to the rank/step

See: APP 3-40, Appendix I

<https://ap.uci.edu/policies-procedures/app/3-40/>

Tracking Appointees: In the Office

How to track faculty and faculty actions

- Different colored folders for Merits, Promotions, New Hires
- File your New Hires in a separate location and reconcile the new hire information with Payroll record
- You can also track your faculty by action: listing each action that the faculty has undergone, by AY, or by name

Tracking Appointees: Virtually

Using Excel or other database tool:

- Each faculty has their own line, or their own Worksheet
- Track details of each action, predict next action, predict years at rank/step by year
- Make note of any significant events which may impact the timing of review; example: Mid-Career Appraisals, Stop the Clock (STC), Leaves, or Deferrals

Start with: [Zot!Portal/UCPath](https://zotportal.ucpath.edu) [Decision Support](https://zotportal.ucpath.edu)

The screenshot shows the UCI Zot!Portal interface. At the top, there is a blue header with the text "UCI Zot!Portal". Below this is a navigation bar with links for "More", "Home", "Student", and "Faculty & Staff". A yellow banner below the navigation bar contains the text "UCPath Decision Support" with a dropdown arrow. The main content area is titled "UCPath Decision Support" and contains a list of links and categories. The links include "Report Status", "Decision Support Data Loading", "UCPath Report Overview Recording", "UCPath Report 'Quick Guide'", "UCPath Report Guide", "Subscribe to UCPATH Report Mailing List", and "UCPath DOPE vs KFS Reconciliation Tips Presentation". There are also several categories with expandable icons: "Absence", "Benefit", "Budget", "Compensation", "Dashboards", "Employee", and "Job". Under the "Job" category, there are several sub-links: "Academic Senate", "Benefits Eligibility Report (RUCI56)", "Central HR", "Employee Rosters Report (RUCI03)", "FLSA Mismatch Report (RUCI55)", "Grad Division CWR Report (RUCI195)", "Grad Division Funding Report (RUCI176)", and "Grad Division Report (RUCI121)".

UCI Zot!Portal

More Home Student Faculty & Staff

UCPath Decision Support

UCPath Decision Support

- Report Status
- Decision Support Data Loading
- UCPath Report Overview Recording
- UCPath Report "Quick Guide"
- UCPath Report Guide
- ** As of 8/7/2020 **
- Subscribe to UCPATH Report Mailing List
- UCPath DOPE vs KFS Reconciliation Tips Presentation

Absence

Benefit

Budget

Compensation

Dashboards

Employee

Job

- Academic Senate
- Benefits Eligibility Report (RUCI56)
- Central HR
- Employee Rosters Report (RUCI03)
- FLSA Mismatch Report (RUCI55)
- Grad Division CWR Report (RUCI195)
- ** Grad Division Only **
- Grad Division Funding Report (RUCI176)
- ** Grad Division Only **
- Grad Division Report (RUCI121)

Start with: UCPath Reports

Employee ID	Employee Name	First Name	Last Name	Employee Preferred Name	Employee PPS ID
10578039	Adiyeri Kandiyil,Namratha	Namratha	Adiyeri Kandiyil	&&&&&	&&&&&
10577627	Afsari,Ali	Ali	Afsari	&&&&&	&&&&&
10285058	Agrawal,Anshu	Anshu	Agrawal	&&&&&	091977848
10302978	Andrews,Elizabeth	Elizabeth	Andrews	&&&&&	091366218
10452618	Arnold,Frederick	Frederick	Arnold	&&&&&	&&&&&
10452618	Arnold,Frederick	Frederick	Arnold	&&&&&	&&&&&
10570214	Aslam,Sumayya	Sumayya	Aslam	&&&&&	&&&&&
10283797	Bach,Dylan M	Dylan M	Bach	&&&&&	091916393
10283797	Bach,Dylan M	Dylan M	Bach	&&&&&	091916393
10318845	Bae,Kyung L	Kyung L	Bae	&&&&&	093371466
10242988	Beltran,Antonio	Antonio	Beltran	&&&&&	&&&&&
10492707	Bennett,Craig Leslie	Craig Leslie	Bennett	&&&&&	&&&&&
10625728	Berry,Jillian Victoria	Jillian Victoria	Berry	&&&&&	&&&&&
10498246	Bilodeau,Robert Edward	Robert Edward	Bilodeau	&&&&&	&&&&&
10284481	Bittencourt,Cassiana E	Cassiana E	Bittencourt	&&&&&	091616527
10283400	Bota,Daniela A	Daniela A	Bota	&&&&&	091346854
10631888	Castaneda,Dominic Amir Efrain	Dominic Amir Efrain	Castaneda	&&&&&	&&&&&
10459264	Cha,Byeonggu	Byeonggu	Cha	&&&&&	&&&&&
10287526	Chan,Jefferson	Jefferson	Chan	&&&&&	091449102

Use: Employee Rosters Report; clean up the report and keep just the information you need

Start with: Last Year's Progress Report

University of California, Irvine Office of Academic Personnel Annual Progress Report											
Employee Name	Title Code	Title Name	Step	O/A	Years At Rank	Step	Yr in 8 Yr	5 Yr/ NA	Last Action	Proposed Action	Dean's Delegated
PROFESSOR SERIES											
Chan, Jefferson	1721	PROF-HCOMP	4		9		3			Merit to Professor, Step V	X
De La Maza, Luis M	1721	PROF-HCOMP		A	40		8		2020 FY	None	
Head, Elizabeth	1721	PROF-HCOMP	5		4		1			None	
La Spada, Albert Russell	1721	PROF-HCOMP		A	3		3			None	
Mercola, Dan	1721	PROF-HCOMP	7		18		6		2022 FY	None	
Mkhikian, Haik	1717	ASST PROF-HC	3		1		1	1		None	
Monuki, Edwin S	1721	PROF-HCOMP	4		7		1			None	
Rose, Matthew F	1717	ASST PROF-HC	3		2		2	2		Merit to Assistant Professor, Step IX	
Sajjadi, Seyed Ahmad	1717	ASST PROF-HC	0		1		1	7		Dr. Sajjadi is NOT Faculty in Pathology. He has a Joint Appt.	
RESEARCH/SPECIALIST SERIES											
Kumar, Vinay	3321	ASST SPECIAL	1		1		1			None	
Pal, Sukumar	3390	PROJ SCIENTIS	4		5		2			None	
Phillippe, Julien	3392	ASSOC PROJ S	3		1		1			None	
Shen, Wen-Chuan	3394	ASST PROJ SC	4		3		1			None	
Slepenkin, Anatoli V	3394	ASST PROJ SC	4		13		4		2021 R	Merit to Asst. Proj. Scientist, Step IX	

Tip: Highlight Faculty with a review action due 7/1 of current year – add those to your log first, then fill in others.

Then: Review the previous years' Progress Reports and final decisions in AP Review/Scholar Steps to determine last actions and predict future actions.

Sample Log

Quick Status	DEPT	Last	First	Hire Date	End	TC	Title	Step	Annual Rate	UCI %	Eighths at Affil	% Affil	Total %	Affil Site	Next Rev	Next Actn	Next Step	NOTE
x	Pathology	Bittencourt	Cassiana	8/1/16	6/30/22	1732	HS Asst Clin Prof	IV	\$90,600	100%			100%		21-22	M	V	MCA complete 19-20
NA	Pathology	Chan	Jefferson		OK	1721	Prof	IV	\$139,700	100%			100%		22-23	M	V	
x	Pathology	Chandan	Vishal	10/15/18	6/30/22	1734	HS Clin Prof	I	\$112,100	95%			95%		21-22	M	II	CER effective on 7/1/19; SEE FILE FOR NOTES ON REVIEW
x	Pathology	Crews	Bridgit	10/1/16	6/30/22	1733	HS Assoc Clin Prof	II	\$100,600	100%			100%		21-22	M	III	MCA done
x	Pathology	Da Costa Iyer	Maria		6/30/22	2010	HS Clin Prof	III	WOS	0%	8/8	100%	100%	LBVA	21-22	M	IV	
NA	Pathology	De la Maza	Luis		OK	1721	Professor	AS	\$228,000	100%			100%		22-23	ASM	AS	19-20 = satisfactory 5th year review
x	Pathology	Del Valle Estopinal	Maria	2/24/20	6/30/22	1732	HS Assistant Clin Professor	III	\$85,700	51%			51%		21-22	M	IV	MCA due 23-24
x	Pathology	Deshmukh-Rane	Suvarna	7/1/13	9/30/21	2050	HS Associate Clin Prof	I	WOS	0%	8/8	100%	100%	LBVA	20-21	M	II	
NA	Pathology	Edwards	Robert		OK	1453	Prof ClinX	II	\$120,800	100%			100%		20-21	P	I	
NA	Pathology	Farzaneh	Ted Seyed	7/15/19	6/30/22	1732	HS Asst Clin Prof	V	\$95,500	100%			100%		22-23	M+MCA/P	VI/II	MCA 22-23
x	Pathology	Han	Min	7/8/19	6/30/22	1732	HS Asst Clin Prof	III	\$85,700	100%			100%		22-23	M+MCA	IV	MCA due 22-23
NA	Pathology	Head	Elizabeth	2/1/19	OK	1721	Professor	III	\$114,600	100%			100%		21-22	M	IV	

Tip: Sort and Hide Columns to isolate information

Tip: Use different Worksheets to track Current AY Review Actions, MCA's, Affiliate Faculty, Joint Apts, etc.

Tip: Use a separate Worksheet to track Faculty, Non-Faculty, Recalls, Visiting, etc. (*different rules apply to term lengths, etc. In most cases, it may be easier to keep these separated

HOW TO PREDICT NEXT REVIEW

Normal Times at Rank/Step: Faculty

[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)

Normal Times at Rank/Step: Non-Faculty

HINT:

- USE PAY SCALES AND CONTRACT for Represented Non-Faculty (e.g. ARU's: Specialist, Project Scientist, Researcher)
- USE PAY SCALES AND APM for Non-Represented Non-Faculty (e.g. WOS Researcher Series: Specialist, Project Scientist, Researcher)

Example: Normal Times at Rank/Step: Non-Faculty

**PROJECT (E.G., SCIENTIST) SERIES
REPRESENTED
FISCAL YEAR RATES
Salary Admin Plan: T37B**

Rank	Step	Years at Step	Projected Scales**					
			7/1/2025		7/1/2026		7/1/2027	
			Annual	Monthly	Annual	Monthly	Annual	Monthly
ASSISTANT PROJECT SCIENTIST Grade 3 or 3N* (e.g., 003394, 003494)	I	2	76,700	6,391.67	79,400	6,616.67	82,600	6,883.33
	II	2	80,800	6,733.33	83,700	6,975.00	87,100	7,258.33
	III	2	85,000	7,083.33	88,000	7,333.33	91,600	7,633.33
	IV	2	89,000	7,416.67	92,200	7,683.33	95,900	7,991.67
	V	2	93,200	7,766.67	96,500	8,041.67	100,400	8,366.67
	VI	2	97,600	8,133.33	101,100	8,425.00	105,200	8,766.67
ASSOCIATE PROJECT SCIENTIST Grade 2 or 2N* (e.g., 003392, 003492)	I	2	93,300	7,775.00	96,600	8,050.00	100,500	8,375.00
	II	2	97,700	8,141.67	101,200	8,433.33	105,300	8,775.00
	III	2	102,500	8,541.67	106,100	8,841.67	110,400	9,200.00
	IV	3	107,600	8,966.67	111,400	9,283.33	115,900	9,658.33
	V	3	115,400	9,616.67	119,500	9,958.33	124,300	10,358.33
PROJECT SCIENTIST Grade 1 or 1N* (e.g., 003390, 003490)	I	3	107,700	8,975.00	111,500	9,291.67	116,000	9,666.67
	II	3	115,500	9,625.00	119,600	9,966.67	124,400	10,366.67
	III	3	124,700	10,391.67	129,100	10,758.33	134,300	11,191.67
	IV	3	134,600	11,216.67	139,400	11,616.67	145,000	12,083.33
	V	--	145,700	12,141.67	150,800	12,566.67	156,900	13,075.00
	VI	--	158,200	13,183.33	163,800	13,650.00	170,400	14,200.00
	VII	--	172,000	14,333.33	178,100	14,841.67	185,300	15,441.67
	VIII	--	185,800	15,483.33	192,400	16,033.33	200,100	16,675.00
	IX	--	201,900	16,825.00	209,000	17,416.67	217,400	18,116.67

**For planning purposes only

*Non-exempt

Special Situations (Asst Faculty): Time 'On the Clock'

KEEP A CLOSE EYE ON ASSISTANT RANK FACULTY

Assistant Rank Faculty have an eight-year limit 'on the clock'

This means that they must promote by the end of the 8th year in the Assistant Rank.

A Mid-Career Appraisal occurs by the end of the 4th year (2nd review file after appointment to Asst. Rank)

Promotion typically occurs by the end of year 6 – campus practice (3rd review file after appointment to Asst. Rank)

Read: [APP-3-50-Assistant Professors – Special Considerations](#)

Special Situations (Asst Faculty): Stop the Clock

A faculty member may request to stop the clock during the probationary period for personal reasons:

Childbearing or Childrearing: care for any child who is or becomes part of the faculty member's family. A faculty member at the Assistant level must be responsible for 50 percent or more of the care of the child.

Serious Health Condition Including Disability or Bereavement: A faculty member may request to stop the clock during the probationary period, when his or her ability to pursue his or her duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or by the death of a close family member. This provision also covers other persons residing in the faculty member's household or cases involving close personal connection or interdependence.

Significant Circumstances or Event: A faculty member may request to stop the clock during the probationary period, for reasons due to a significant circumstance or event beyond the faculty member's control that disrupts the faculty member's ability to pursue his or her duties.

“Stop the Clock” is not a leave; it is a stoppage of the tenure clock and will automatically defer a mid-career appraisal and/or promotion review by one year.

Note: faculty at the Assistant level have the option to continue to submit a Mid-Career Appraisal and/or promotion/promotion to tenure review during the normal timeframe.

Full information here: <https://ap.uci.edu/policies-procedures/app/3-50/>

Resources & Tips

Resources

SOM TITLE CODES

School of Medicine Titles and Title Codes									
Teaching Titles	51% to 100%	WOS to 43%	VOL	Research Titles: Represented		Research Titles: Non-Represented		Emeritus	
Senate				Assistant Researcher	3220	Assistant Researcher (NON REP)	3227	Professor Emeritus (Senate)	1132
Assistant Professor - HCAMP *	1717			Associate Researcher	3210	Assistant Researcher (WOS)	3222	Lecturer, SOE Emeritus (Senate)	1620
Associate Professor - HCAMP **	1719			Researcher	3200	Associate Researcher (NON REP)	3217	Sr. Lecturer, SOE Emeritus (Senate)	1621
Professor - HCAMP **	1721					Associate Researcher (WOS)	3212	Prof In-Res Emeritus (Senate)	3249
Assistant Professor In-Residence	1724	3271				Researcher (NON REP)	3207	Clinical X Emeritus (Senate)	3249
Associate Professor In-Residence	1725	3261				Researcher (WOS)	3202	Emeritus (WOS) – all others	3600
Professor Professor In-Residence	1726	3251		Asst. Proj. Scientist (EX)	3394	Assistant Project Scientist (NON REP)	3407	Staff Physicians	
Assistant Professor, Clinical X	1455	1452		Asst. Proj. Scientist (NEX)	3494	Assistant Project Scientist (WOS)	3489	Senior (Physician) Diplomate	0768
Associate Professor, Clinical X	1454	1451		Assoc. Proj. Scientist (EX)	3392	Associate Project Scientist (NON REP)	3405	Senior (Physician)	0769
Professor, Clinical X	1453	1450		Assoc. Proj. Scientist (NEX)	3492	Associate Project Scientist (WOS)	3488	Associate (Physician) Diplomate	0770
				Project Scientist (EX)	3390	Project Scientist (NON REP)	3403	Associate (Physician)	0771
Lecturer SOE	1618			Project Scientist (NEX)	3490	Project Scientist (WOS)	3487	Community Staff Physician	0779
Senior Lecturer SOE	1619							Assistant (Physician)	0772
Non-Senate				Junior Specialist (EX)	3330	Junior Specialist (EX NON REP)	3333	Other Research Titles - Non-Represented	
HS Clinical Instructor	1731	2070		Junior Specialist (NEX)	3329	Junior Specialist (NEX NON REP)	3334	Visit Asst Researcher	3228
HS Assistant Clinical Professor	1732	2050	2057	Assistant Specialist (EX)	3320	Junior Specialist (WOS)	3328	Visit Assoc Researcher	3218
HS Associate Clinical Professor	1733	2030	2037	Assistant Specialist (NEX)	3321	Assistant Specialist (EX NON REP)	3323	Visit Researcher	3208
HS Clinical Professor	1734	2010	2017	Associate Specialist (EX)	3310	Assistant Specialist (NEX NON REP)	3324	Research Fellow	3296
				Associate Specialist (NEX)	3311	Assistant Specialist (WOS)	3322	Visiting Scholar (WOS)	3299
Assistant Adjunct Professor	1728	3279		Specialist (EX)	3300	Associate Specialist (EX NON REP)	3313	Clinical Observer/Research Assoc.	3298
Associate Adjunct Professor	1729	3269		Specialist (NEX)	3301	Associate Specialist (NEX NON REP)	3314		
Adjunct Professor	1730	3259				Associate Specialist (WOS)	3312	Visiting Assistant Project Scientist	3398
				Postdoc – Employee	3252	Specialist (EX NON REP)	3303	Visiting Associate Project Scientist	3397
Visiting Professor	1108			Postdoc – Fellow	3253	Specialist (NEX NON REP)	3304	Visiting Project Scientist	3396
Visiting Associate Professor	1208			Postdoc – Paid Direct	3254	Specialist (WOS)	3302		
Visiting Assistant Professor	1308			Postdoc – Employee NEX	3255				
Visiting Assistant Prof - HCAMP	1712			Postdoc – Interim	3256				
Visiting Associate Prof - HCAMP	1713								
Visiting Professor - HCAMP	1714								
* Tenure Track									
** Tenured									
Recall Title Codes									
Recall Teaching	1700	For Recall appointees with teaching duties only.							
Recall HCAMP (All Senate: Line, ClinX, In Res)	1701	For Recall appointees who are members of the HSCP							
Recall Faculty	1702	For Recall appointees with a combination of teaching, research, clinical, and/or administrative duties. Also, title code 1702 is used for Recall appointees with only one of these duties, except for teaching.							
Recall Non-Faculty Academic	3802	For Recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professional Research Series, Specialists, and Librarians.							
Recall Non-Faculty Academic NEX	3812	For NON-EXEMPT recall non-faculty academic appointees such as academic coordinators, academic administrators, researchers, project scientist, specialists, librarians, cooperative extension advisors, etc.							

Resources

ACADEMIC TITLE CODE INDEX (AP)

UCI Office of Academic Personnel

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Home > Compensation & Benefits > Academic Job Code Index

Academic Job Code Index

For a list of the new Non-Exempt academic titles, type in "NEX" in the table search below.

Show entries Search:

Academic Title	Job Code	Employee Relations Code	Applicable Salary Scale	Applicable Academic Policy
ASSOC VICE CHANC	000803	99	Call Academic Personnel	
ACT/INTERIM ASSOC VICE CHANC	000804	99	Call Academic Personnel	
ACADEMIC COORD I-AY	000840	99	Academic Coordinator Series (AY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD I-FY	000841	99	Academic Coordinator Series (FY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD II-AY	000842	99	Academic Coordinator Series (AY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD II-FY	000843	99	Academic Coordinator Series (FY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD III-AY	000844	99	Academic Coordinator Series (AY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD III-FY	000845	99	Academic Coordinator Series (FY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD I-AY NEX	000850	99	Academic Coordinator Series (AY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD I-FY NEX	000851	99	Academic Coordinator Series (FY) Scale	APM 375 — Academic Coordinator Titles
ACADEMIC COORD II-AY NEX	000852	99	Academic Coordinator Series (AY) Scale	APM 375 — Academic Coordinator Titles
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Resources

LIST OF SENATE AND NON-SENATE TITLES

APP 1-20 Senate and Non-Senate Academic Titles

Indicates those titles and series that confer memberships in the Academic Senate and those titles and series that are designated as "non-senate." Administrative titles usually used in conjunction with other titles (e.g., "Chair," "Director") are not included. For reference, each entry is linked to the appropriate series description in the Academic Personnel Manual.

[Open All](#) | [Close All](#)

▼ Academic Senate Titles

Professor – Ladder Ranks*

- Assistant Professor
- Associate Professor
- Professor

Professor in Residence*

- Assistant Professor in Residence
- Associate Professor in Residence
- Professor in Residence

Professor – Acting Titles*

- Acting Associate Professor
- Acting Professor

Resources

ACADEMIC DELEGATIONS OF AUTHORITY

UCI Office of Academic Personnel

POLICIES & PROCEDURES ▾ COMPENSATION & BENEFITS ▾ LISTS & FORMS ▾ AP SYSTEMS ▾ PROGRAMS & INITIATIVES ▾ RESOURCES ▾

🏠 > [Policies & Procedures](#) > Academic Delegations of Authority

Academic Delegations of Authority

Title	Resources
Senate Faculty	<ul style="list-style-type: none">Senate Faculty AppointmentsSenate Faculty Merits and Promotions
Non-Senate Faculty	<ul style="list-style-type: none">New Delegations of Authority for Non-Senate Academic ActionsAdjunct Professor SeriesAssociate and Assistant University LibrariansHealth Sciences Clinical ProfessorsLecturersLibrariansPostdoctoral ScholarsProfessional Research SeriesProject____SeriesSpecialist SeriesVisiting Professor/Researcher Series
Administrative Appointments	<ul style="list-style-type: none">Appointment of Associate and Assistant DeansAppointment of Department ChairsAppointment and Salary of Acting Deans

Other Resources

[Salary Scales](#) (Salary Scales also show normal time at rank/step)

[APM - Appointment and Promotion](#) (UC-level policies)

[APP – Academic Personnel Policies](#) (Campus-level policies)

Normal Time at Rank/Step for Faculty; see [APP Policy 3-40 Appendix I](#)

Contracts: [ARU's](#) [Postdocs](#)

Old Department Progress Reports Look through your department records or ask the Dean's office for a copy

Scholar Steps: Look up old actions; pay attention to the final decision

Department Personnel Files If you have paper files, organize oldest actions last, with newer actions in the front. Place final action letter at the front of the file, so you can find resulting action easily. Electronic Files: Name your file with Faculty Last/First name, Action, and Action effective year so you can find actions easily. E.g. Doe, John.Promotion to Assoc Prof. II.070123

Excel Create a 'Log' or 'Tracker' for your Faculty/Non-Faculty. Tip: separate faculty from non-faculty or represented from non-represented; you may also separate Recalls and Visiting Faculty from other faculty. Separate Postdocs from other academics – different end dates and renewals process (anniversary dates vs. 6/30). Create a 'History' page for each Faculty, summarize review actions.

Calendar Reminders Set up a calendar reminder, and check UCPath/Cognos Reports on a regular basis (monthly or more). Reconcile new appointments, make sure faculty details are correct (*use Employee Rosters Report or Job Distribution Report). Use Total Compensation Report for Comp details.

Resources & Tips

SERIES CRITERIA CHART

ACADEMIC PERSONNEL					
<u>Professorial Series</u>					
	<u>Line</u>	<u>In-Residence</u>	<u>Clinical X</u>	<u>Adjunct</u>	<u>Clinical (Paid)</u> <u>Health Sciences</u>
ACADEMIC SERIES:	Assistant Professor Associate Professor Professor	Asst. Professor In-Residence Assoc. Professor In-Residence Professor In-Residence	Asst. Professor of Clinical X (i.e. Dept. Name) Assoc. Professor of Clinical X Professor of Clinical X	Assistant Adjunct Professor Associate Adjunct Professor Adjunct Professor	HS Assistant Clinical Professor HS Associate Clinical Professor HS Clinical Professor
APPOINTMENT CRITERIA:	Teaching Research University Service Professional Competence Ph.D. or M.D. or M.D/Ph.D.	Teaching Research University Service Professional Competence Ph.D. or M.D. or M.D/Ph.D.	Teaching Clinical Research/Creative Activity University Service Professional Competence Ph.D. or M.D. or M.D/Ph.D.	Teaching Research (Independent) University Service Professional Competence Ph.D. or M.D. or M.S.	Teaching University Service Professional Competence M.D. or M.S. or D.O.
ACADEMIC SENATE STATUS:	Academic Senate Membership	Academic Senate Membership	Academic Senate Membership	Non-Senate	Non-Senate
FUNDING:	State-Allocated FTE, 100% on 19900 funds. Comp plan member (APU)	Usually Soft Funds (i.e., fees, contracts or grants) no more than 50% 19900 permitted. Normally Comp plan member. CANNOT BE PAID 100% ON GRANT FUNDS. (in APU)	Soft Funds: (Fees contracts, grants etc.) no more than 50% 19900 permitted. Normally Comp plan member. CANNOT BE PAID 100% ON GRANT FUNDS. (in APU)	Soft Funds: (i.e. fees, contracts or grants) No more than 50% 19900 permitted. Comp plan member if paid 51% or more. CANNOT BE PAID 100% ON GRANT FUNDS. (in APU)	Soft Funds: (i.e., fees, contracts or grants; may have 19900 funds by Dean's exception only). Comp plan member if paid 51% or more. CANNOT BE PAID 100% ON GRANT FUNDS. (in APU)
CONTINUATION OF APPOINTMENT STATUS:	Tenure or Tenure Track 8-year rule applies.	Year-to-year contract, contingent on available funding; 8-year rule applies.	Year-to-year contract, contingent on available funding; 8-year rule applies.	Year-to-year contract, contingent on available funding; 8-year rule applies.	Year-to-year contract, contingent on available funding.
PERCENT OF TIME:	Must be full-time paid UCI employee 100%	Must be 100% paid by UCI or "full-time in UCI service".	Must be 100% paid by UCI or "full-time in UCI service".	<u>Any percent</u> appointment.	<u>Any percent</u> appointment.
DOSSIER:	Reviewed by ARAC/CAP	Reviewed by ARAC/CAP	Reviewed by CXAC/CAP	Reviewed by ARAC/Dean	Reviewed by CFAC/Dean
P.I. STATUS	Yes	Yes	Yes	Yes, if paid 50% or more (49% or less by exception)	Yes, if paid 50% or more (49% or less by exception)
REFERENCE:	APM 220	APM 270	APM 275	APM 280	APM 278

Resources & Tips

CRITERIA OF SERIES – UC IRVINE HEALTH SCIENCES

Criteria of Academic Series in the UC Irvine Health Sciences

	Ladder-Rank	In-Residence	Clinical X	Health Sciences Clinical	Adjunct	Professor of Teaching
APM	APM220	APM270	APM275	APM278	APM280	APM285
Salary Support by State Funds	Yes	No	No	No	No	Yes
Member of Academic Senate	Yes	Yes	Yes	No	No	Yes
Role	Research Scholar and Educator	Research Scholar and Educator	Clinician Scholar and Educator ¹	Clinician Educator	Research Scholar and Educator	Educator and Scholar
Investigative/ Creative Work (Research)	Design and lead significant, thematic research with extramural support when that is needed. Areas of investigation may include the basic or social sciences, educational, or clinical-translational research, including health services/health outcomes research. Faculty have a major focus on innovative research of high significance as reflected in sustained, high quality publications and peer-reviewed national funding as a principal investigator. ²	Design and lead significant, thematic research with extramural support when that is needed. Areas of investigation may include the basic or social sciences, educational, or clinical-translational research, including health services/health outcomes research. Faculty have a major focus on innovative research of high significance as reflected in sustained, high quality publications and peer-reviewed national funding as a principal investigator. ²	Lead or have a significant intellectual and substantive contribution to a research program and/or be involved in other creative activities. Creative activity may be highly integrated into clinical activities. May include clinical-translational projects, health services/health outcomes research, case series, educational scholarship, or bench research. Extramural support is desirable but not required.	Supports department's creative mission. May include enrolling patients or collaborating in clinical trials, health services/health outcomes research, enhancing clinical efficiency, as well as developing new clinical or teaching programs or materials.	Focus can be primarily teaching or research, i.e., expected to meet the accepted standard for promotion, but only in two categories (teaching or research, and service). Research should be significant & thematic with extramural support. Areas of investigation may include basic science, social science, educational scholarship, translational, or clinically-oriented or health services/health outcomes research. Extramural support could be grants, contracts, etc. ²	As teaching is the primary component of this series, creative activity is required to a lesser extent than in the Ladder-Rank/In-Residence series. Areas of investigation may include basic science, social science, educational scholarship, translational, or clinically-oriented investigation or health services/health outcomes research.

Resources & Tips

HS WOS vs. Volunteer Faculty

UC Irvine School of Medicine Volunteer and HS WOS Series

	Volunteer Group-1	Volunteer Group-2	Volunteer Group-3	HS Without Salary (WOS)
APM	APM 279	APM 279	APM 279	APM 278
Description of duties	Provider with no UCI clinical privileges and no involvement at affiliate sites (e.g., offsite community physician volunteer, community MedEd preceptors)	Provider with UCI staff physician appointment/clinical privileges, and no teaching responsibilities at affiliate sites	Provider with teaching involvement at affiliate site but not employed/salaried by the affiliate site (e.g., staff physician/per diem at affiliate site, contracted private group with affiliate site)	Provider employed/salaried by an affiliate site with teaching responsibilities at the affiliate site (e.g., LBVA, CHOC, LBM-MCH)
Type of academic appointment	Volunteer appointment	Volunteer appointment	Volunteer appointment	HS Clinical Professor Series WOS
Required information in chair letter	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service) ***MUST INCLUDE ATTESTATION STATEMENT BELOW	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)	Please see requirements for HS Clinical Professor Series
Required documents	Volunteer appointment packet	Volunteer appointment packet	Volunteer appointment packet	*HS clinical professor series checklist *UCI-SOM affiliate paperwork
Review timeline/interval	Minimum every 5 years	Minimum every 5 years	Minimum every 5 years	*Routine based on rank/step *If employed at 50% or greater at affiliate site, 8-year limit and MCA requirements for assistant rank applicable

***I attest that this appointment will be at UCI only and the appointee will not perform teaching duties at any of the UCI affiliate locations (e.g., LBVA, CHOC, LBM-MC)

Training

Weekly Office Hours

Wednesdays 11am – drop in/out

Zoom Link

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

Additional Training: TBA

CONTACT:

Maral Dakessian, Training Manager
(949) 383-6736 / marald@uci.edu

