HEALTH SCIENCES CLINICAL SERIES, WOS / AFFILIATES

UPDATE: FY 23-24
Dean’s Office: Academic Affairs

Geoffrey Abbott, PhD  Senior Associate Dean, Academic Personnel
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Elizabeth Jurado  Academic Affairs Principal Analyst
April Heath  Academic Affairs Principal Analyst
Chanthou Sung  Academic Affairs Principal Analyst
Mirella Ruano  Academic Affairs Principal Analyst
Jaylee Mai  Academic Affairs Analyst (Non-Faculty)
Robin Weirich  Academic Affairs Analyst (Non-Faculty)
Sonha Castelli  Academic Affairs Analyst (Vol. Faculty & Special Licenses)
What is an Affiliate Faculty?

A UCI Faculty member who has primary employment at an Affiliate site and also has UCI teaching responsibilities at an Affiliate site (LBVA, LBMMC, CHOC)

- Teach UC Irvine students, medical students, residents that rotate through the Affiliate site
- May be WOS or paid (when paid: typically 5% to 43%)
- Can be in any faculty series, however, most common is HS Clinical

IMPORTANT: Faculty who fall into this category with primary employment at the Affiliate may not have a Volunteer Faculty appointment (see: APM 279)
Affiliate Paperwork

It’s important to obtain Affiliate Faculty Verification Form for New Appointments AND Renewals.

Affiliates must attest to their % time at the Affiliate site.

- Affiliates with a paid UCI appointment and an Affiliate appointment at the LBVA must certify agreement to the HS Comp Plan.
  - Paid UCI faculty with an Affiliate appointment at the LBVA between 5%-43% are in HSCP by exception.

- At Renewal time, department and Dean’s office needs updated record of Affiliates’ % time at the Affiliate site.
CURRENT FORMS

AFFILIATE FACULTY INFORMATION FORM

Use this form for Appointment and Annual Renewals of UCI Affiliate Faculty

Affiliate Faculty: Individual has an appointment at an affiliated institution (e.g. Long Beach VA, Long Beach Memorial/Miller, CHOC) and an appointment at UCI at 43% or less. Individuals appointed between 5% and 43% are in the HS Compensation plan by exception.

Faculty Name

Department

Division

☐ New Appointment
☐ Renewal

NEW APPOINTMENTS: include the following with the Appointment file

1. Completed Affiliate Faculty Information Form
2. Signed combined Verification of Affiliate Faculty Appointment Status and Health Sciences Compensation Plan Statement of Agreement (for PAID appointments only; not required for HS, WOS appointees)
3. Description of responsibilities at the Affiliate site – Include % of appointment at UCI and detailed salary information, if any (may be included on Dept. Eval Form)
4. Academic Appointment Dossier (for HS, WOS/Affiliates use Grid/Checklist; for PAID appointments use AP Checklist)
5. Account/Fund Information:
6. Percentage of Work (in eighths) of employment at Affiliate Site:
7. Affiliate Site Location:

UNIVERSITY OF CALIFORNIA, IRVINE
SCHOOL OF MEDICINE

Verification of Affiliate Faculty Appointment Status

I certify that I am a _____ (enter percent or # of hrs) employee at ____________________________ (enter name of affiliate, i.e. LBVA, LB Memorial) and will report immediately any change in my employment status to the Chair of the Department of _____________ and the Dean of the School of Medicine.

Health Sciences Compensation Plan Statement of Agreement

I certify that I have received a copy of the University of California Health Sciences Compensation Plan, the UCI School of Medicine Implementing Procedures and department compensation procedures. I agree to comply with all of the terms and conditions contained therein. I understand that I may not retain any income from my professional services except as stipulated in those documents. I understand that my primary professional commitment is to the University and ____________________________ (enter name of affiliate, i.e. LBVA, LB Memorial). I understand further that compliance with provisions contained in the Health Sciences Compensation Plan, the Implementing Procedures and department compensation plan procedures is a condition of employment for Plan members.

I certify that I am not currently engaged in professional activities that would result in my being found in non-compliance with the Health Sciences Compensation Plan or the UCI School of Medicine Implementing Procedures.
NEW AFFILIATE FORM

COMING SOON
Keep track of your Affiliates!

It’s especially important that the department keeps a good record of all Affiliate faculty, and especially HS, WOS/Affiliate faculty in the Assistant Rank

APM 278

Faculty holding a without salary Health Sciences Clinical Professor series appointment along with a salaried appointment at an affiliated institution at more than 50 percent time may not exceed eight years of service unless the Chancellor grants an exception to the eight-year limit for these appointees.

Sample Log

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Hire Date</th>
<th>End Date</th>
<th>TC</th>
<th>Title</th>
<th>Current Step</th>
<th>Annual Rate</th>
<th>UCI %</th>
<th>Affiliation %</th>
<th>Total %</th>
<th>Affiliation Site</th>
<th>Next Rev</th>
<th>Next Action</th>
<th>Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bittencourt</td>
<td>Cassiana</td>
<td>8/1/16</td>
<td>6/30/22</td>
<td>1732</td>
<td>HS Asst Clin Prof</td>
<td>IV</td>
<td>$90,600</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>P I</td>
<td></td>
</tr>
<tr>
<td>Chandan</td>
<td>Vishal</td>
<td>10/15/18</td>
<td>6/30/22</td>
<td>1734</td>
<td>HS Clin Prof</td>
<td>I</td>
<td>$112,100</td>
<td>95%</td>
<td>95%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>M II</td>
<td></td>
</tr>
<tr>
<td>Crews</td>
<td>Bridgit</td>
<td>10/1/16</td>
<td>6/30/22</td>
<td>1733</td>
<td>HS Assoc Clin Prof</td>
<td>II</td>
<td>$100,600</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>M III</td>
<td></td>
</tr>
<tr>
<td>Da Costa Iyer</td>
<td>Maria</td>
<td>6/30/22</td>
<td>2010</td>
<td></td>
<td>HS Clin Prof</td>
<td>III</td>
<td>WOS</td>
<td>0%</td>
<td>8/8</td>
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<td>LBVA</td>
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<td>M IV</td>
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<tr>
<td>Del Valle Estopinal</td>
<td>Maria</td>
<td>2/24/20</td>
<td>6/30/22</td>
<td>1732</td>
<td>HS Assistant Clin Professor</td>
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<td>$85,700</td>
<td>51%</td>
<td>51%</td>
<td>100%</td>
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<td>21-22</td>
<td>M IV</td>
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<tr>
<td>Head</td>
<td>Elizabeth</td>
<td>2/1/19</td>
<td>OK</td>
<td>1721</td>
<td>Professor</td>
<td>III</td>
<td>$114,600</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>AM V</td>
<td></td>
</tr>
<tr>
<td>Johnson</td>
<td>Cary</td>
<td>1/21/19</td>
<td>6/30/21</td>
<td>1734</td>
<td>HS Clin Prof</td>
<td>I</td>
<td>$112,100</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>M II</td>
<td></td>
</tr>
<tr>
<td>Li</td>
<td>Xiaodong</td>
<td>7/16/18</td>
<td>6/30/22</td>
<td>1732</td>
<td>HS Asst Clin Prof</td>
<td>IV</td>
<td>$81,400</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>P I</td>
<td></td>
</tr>
<tr>
<td>Mercola</td>
<td>Daniel</td>
<td>OK</td>
<td>1721</td>
<td></td>
<td>Professor</td>
<td>VII</td>
<td>$156,600</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>Syr VIII</td>
<td></td>
</tr>
<tr>
<td>Monuki</td>
<td>Edwin</td>
<td>OK</td>
<td>1721</td>
<td></td>
<td>Professor</td>
<td>III</td>
<td>$123,300</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>M IV</td>
<td></td>
</tr>
<tr>
<td>Nael Amzajedri</td>
<td>Ali</td>
<td>7/17/18</td>
<td>6/30/22</td>
<td>2050</td>
<td>HS Asst Clin Prof</td>
<td>III</td>
<td>WOS</td>
<td>0%</td>
<td>8/8</td>
<td>100%</td>
<td>CHOC</td>
<td>21-22</td>
<td>M+MCA IV</td>
<td></td>
</tr>
<tr>
<td>Nowroozizadeh</td>
<td>Behdokht</td>
<td>7/1/20</td>
<td>6/30/22</td>
<td>1732</td>
<td>HS Asst Clin Professor</td>
<td>II</td>
<td>$81,300</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>21-22</td>
<td>M III</td>
<td></td>
</tr>
</tbody>
</table>
ABBREVIATED PROCESS FOR HS, WOS AFFILIATES

SOM Academic Affairs Website/Appointments:
https://medschool.uci.edu/about/academic-affairs/faculty-academics/hs-clinical-wos-and-volunteer

Use abbreviated process and forms for Appointments and Reviews for HS series, WOS faculty only

Please note: Affiliates appointed at the LBVA use ‘eighths’ instead of % time; all other affiliate sites use % time when appointing to paid positions
New Procedures/Forms (2020): Why?

SOM-Specific Forms developed for HS series, WOS faculty with an Affiliate appointment to address issues:

1. Compliance to policies APM 278 & APM 279

2. Review standards for HS, WOS/Affiliate faculty may be different for this group

3. Difficulties in HS, WOS/Affiliate compliance/participation in UCIs review process (every 2-3 years)

THESE SOM-SPECIFIC FORMS SHOULD BE USED FOR HS SERIES, WOS FACULTY AFFILIATES ONLY
What do I need to know?

- **APM 279-0 Policy**
  
  https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-279.pdf
  
  An individual with teaching, scholarly or creative activity, and service responsibilities who holds a clinical appointment paid by a facility that has a formal affiliation with the University (UC-affiliated facility) must hold a concurrent, without salary appointment in the Health Sciences Clinical Professor series (see APM - 278), but not in the Volunteer Clinical Professor series.

- **APM 278-17-c Terms of Service**
  
  https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-278.pdf
  
  Faculty holding a without salary Health Sciences Clinical Professor series appointment along with a salaried appointment at an affiliated institution at more than 50 percent time may not exceed eight years of service unless the Chancellor grants an exception to the eight-year limit for these appointees.
# UCI SOM Health Sciences Clinical Professor, WOS/Affiliate Grid

<table>
<thead>
<tr>
<th>Appointment  (Include Affiliate Checklist)</th>
<th>Merit/Mid-Career Appraisal (MCA)</th>
<th>Promotion/Advancement</th>
<th>Change of Series into HS WOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Evaluation (UCI-SOM-AFF-DEPT-EVAL)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AP Form</td>
<td>AP-20</td>
<td>AP-22</td>
<td>AP-22</td>
</tr>
<tr>
<td>AP-9 Form</td>
<td>X</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Department Faculty Vote (use SOM Vote Grid)</td>
<td>Optional (follow department guidelines)</td>
<td>Optional (follow department guidelines)</td>
<td>Optional (follow department guidelines)</td>
</tr>
<tr>
<td>Referee Feedback Form (UCI-SOM-AFF-REF-FORM)</td>
<td>3 required&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3 required&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3 required&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Summary of Contributions (UCI-SOM-AFF-COM1)</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Form AP-137A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reflective Teaching Statement</td>
<td>X</td>
<td>Incorporated into Summary of Contributions</td>
<td>Incorporated into Summary of Contributions</td>
</tr>
<tr>
<td>Teaching Evaluations</td>
<td>*If available</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Form AP-50</td>
<td>n/a</td>
<td>*Not required when file is submitted in ScholarSteps</td>
<td>*Not required when file is submitted in ScholarSteps</td>
</tr>
</tbody>
</table>

<sup>1</sup>Referee Feedback Forms - minimum 2 from outside of the home Department (within same institution/site is acceptable)

<sup>2</sup>For Transition from Volunteer Faculty series into the HS/WOS/Affiliate appointment, use Appointment column.

Please note for the Assistant Professor rank in the Health Sciences Clinical Professor Series, Per UCI Policy 278, the 8-year limit applies when the faculty holds both an HS Assistant Clinical Professor WOS appointment and is employed by an affiliate site at more than 50% time. A Mid-Career Appraisal (MCA) is required to be submitted for review by the beginning of the third or fourth year for applicable faculty. A Promotion file is required to be submitted at the beginning of the sixth year of service and no later than the beginning of the seventh year of service.
Takes the place of the Department Letter

- Department Letter-Writer includes 2-3 lines in each box
- Form adds a page when ‘MCA’ is selected
- Remember: No Chair’s signature! Faculty Evaluator signs the form
- Dept Analyst fills out the top of the form
Referee Feedback Form

Takes the place of LOR’s and AP-11

- Everything is on one page; no need for an AP-11
- Referees check a box, and can include brief comments at the end
- Analyst Emails this form directly to Referee
- Dept. Analyst fills out select info at top of form, and then assigns a letter code
Summary of Contributions Form

Takes the place of AP-10

- Dept. Analyst fills out select info at top of form including Employment History
- Everything is on one page, bullet-points are OK
- No Separate Teaching Statement needed (included in the form)
- Make sure the Faculty signs the form
<table>
<thead>
<tr>
<th>Description of duties</th>
<th>Volunteer Group-1</th>
<th>Volunteer Group-2</th>
<th>Volunteer Group-3</th>
<th>HS Without Salary (WOS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider with no UCI clinical privileges and no involvement at affiliate sites (e.g., offsite community physician volunteer, community MedEd preceptors)</td>
<td>Provider with UCI staff physician appointment/clinical privileges, and no teaching responsibilities at affiliate sites</td>
<td>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)</td>
<td>Provider employed/salaried by an affiliate site with teaching responsibilities at the affiliate site (e.g., LBVA, CHOC, LBM-MCH)</td>
<td></td>
</tr>
<tr>
<td>Type of academic appointment</td>
<td>Volunteer appointment</td>
<td>Volunteer appointment</td>
<td>Volunteer appointment</td>
<td>HS Clinical Professor Series WOS</td>
</tr>
<tr>
<td>Required information in chair letter</td>
<td>Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)</td>
<td>Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)</td>
<td>Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)</td>
<td>Please see requirements for HS Clinical Professor Series</td>
</tr>
<tr>
<td>Required documents</td>
<td>Volunteer appointment packet</td>
<td>Volunteer appointment packet</td>
<td>Volunteer appointment packet</td>
<td>*HS clinical professor series checklist</td>
</tr>
<tr>
<td>*UCI-SOM affiliate paperwork</td>
<td></td>
<td></td>
<td></td>
<td>*UCI-SOM affiliate paperwork</td>
</tr>
<tr>
<td>Review timeline/interval</td>
<td>Minimum every 5 years</td>
<td>Minimum every 5 years</td>
<td>Minimum every 5 years</td>
<td>*Routine based on rank/step</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*If employed at 50% or greater at affiliate site, 8-year limit and MCA requirements for assistant rank applicable</td>
</tr>
</tbody>
</table>
Questions/Feedback

**Academic Affairs Principal Analysts**
Elizabeth Jurado  ejurado@hs.uci.edu
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