Academic Affairs

The Office of Academic Affairs supports faculty and staff and provides policy analysis, interpretation, and training in academic personnel actions. The office also oversees the Health Sciences Compensation Plan, sabbatical leaves, applications for special medical permits, employee and labor relations, and volunteer faculty administration.

Academic Affairs Website

Resources:
- Guidance on Preparing Review Files and Statements
- SOM Academic Review File Submission Deadlines
- Office of Academic Personnel Resources for Faculty
- Academic Personnel Manual
- Council on Academic Personnel FAQ

Email: hsaa@hs.uci.edu

Compliance and Privacy

The UCI Health Compliance & Privacy Office oversees compliance with all law and regulations pertaining to privacy and security, research, laboratory, billing, and vendors.

UCI Health Compliance Website
UC Healthcare Vendor Relations Policy

Email: hacompliance@hs.uci.edu

Faculty Compensation

The Health Sciences Compensation Plan (HSCP) provides a policy framework to compensate faculty, encourage pay equity, recognize patient care and academic merit, and offer consistent benefits and privileges.

HSCP Policy and Guidelines
Outside Activity Tracking System (OATS)

Contact: TJ Kennedy, HSCP Manager
Email: tkenned1@hs.uci.edu
Office #: (949) 969-4220

Faculty Development

The Associate Deans of Faculty Development and Office of Academic Affairs coordinate and facilitate an array of faculty development programs and activities, from virtual presentations to mentoring workshops. These opportunities aim to provide faculty with the necessary educational and leadership skills, mentorship, and professional development to progress through the faculty ranks. The Associate Deans welcome any questions regarding developing a successful career in academic medicine.

Faculty Development Website
Register for Monthly on Mondays

Contact: Brian Cummings, PhD, or Nimisha Parekh, MD, Associate Deans of Faculty Development
Email: Cummings@hs.uci.edu or parekhn@hs.uci.edu

Benefits and Retirement

The University of California offers a full range of health and retirement savings plans. UCPath Center hosts orientations for new employees weekly; see here for more information.

UCI Employee Experience Center
UCPath
UCI Total Rewards Program

Email: eec@uci.edu
Support #: (949) 824-0500
Research Development and Administration

The Office of Research assists SOM faculty in obtaining and maintaining extramural funding through career development programs and support services.

Research Support & Development Website

Contact: Mary Frances Ypma-Wong, PhD, Research Development Manager Email: mypmawon@uci.edu Office #: (949) 824-1319

Center for Clinical Research

The UCI Center for Clinical Research is a centralized clinical research operation driven to improve the health and wellness of people in Orange County and the world. The center provides comprehensive administrative support to the conduct of industry-sponsored clinical trials (CT), from study start up through completion and close out. Services include:

- CT pre-award financial management
- Marketing and communications maintenance to recruit study participants
- Timely study activation and management of trial patients

Center for Clinical Research Website

Email for clinical trial start-up team: UCIclinicaltrials@hs.uci.edu

Research Resources

Service Units

- SOM Research Support Services (RSS) Dean’s Office Email: SOMProposalReqs@hs.uci.edu
- SOM Research Development Unit (RDU) Dean’s Office Email: somrd@uci.edu
- Institute for Clinical and Translational Sciences (ICTS) Website
- Chao Family Comprehensive Cancer Center Website

Newsletters

- Research Insider
- Clinical Research News
  - Contact: Claire Brainard Draper, Research Operations Manager
  - Email: c.brainarddraper@uci.edu

Research-related Career Development Programs for Clinicians

- Physician Scientist Collective
- Physician Scientist Training Program
- Dean’s K Scholar Program
- Alpha Clinical Training Program
- Clinical Trialist Training Program
- UCI’s National Institutes of Health (NIH) Boot Camp

Gruningen Medical Library

The Gruningen Medical Library’s collections and services support the discovery of new medical frontiers, advances the teaching of future healers, and provides foundational information resources for evidence-based care.

Gruningen Medical Library Website

Email: gml@uci.edu Service desk #: (714) 456-5585
**Faculty and Clinical Affairs**

Under the purview of the Dean’s Office at the UCI School of Medicine, the Clinical Affairs team provides oversight for clinical departments and manages the intersection of their clinical, financial, and administrative components. This includes, but is not limited to: Faculty compensation, performance, credentialing, professional billing, and recruitment/onboarding (for physicians and Advanced Practice Providers).

Clinical Affairs also closely partners with Ambulatory and Strategy to align workforce needs and grow the Enterprise both internally and through service agreements in the community.

**Clinical Enterprise Leadership Committee (CELC) & Subcommittees**

Contact: **Raina Socha**, Executive Assistant  
Email: sochar@hs.uci.edu  
Office #: (949) 447-0266

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**Medical Education**

The Office of Medical Education oversees the education and training of medical students at the UCI School of Medicine and provides administrative oversight of the educational program. Housed within the Office of Medical Education are the divisions/offices of Admissions, Curricular Affairs, Student Support, Education Compliance and Quality, Educational Technology, Graduate Medical Education and Continuing Medical Education.

- [Medical Education Website](#)  
- [Graduate Medical Education](#)  
- [Slides from New Faculty Orientation](#)

**Mission-Based Programs**

- [Health Education to Advance Leaders in Integrative Medicine (HEAL-IM)](#)  
- [Programs in Medical Education Leadership Education to Advance Diversity-African, Black and Caribbean (PRIME LEAD-ABC)](#)  
- [Programs in Medical Education for the Latino Community (PRIME-LC)](#)

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**HEAL**