

UCI School of Medicine
Academic Affairs



Merit & Promotions for Non-Senate HS Faculty

March 11, 2024

Agenda

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- Introductions
- Review of Academic Series (HS, Clinical X, Senate)
- Definitions of Actions (merit, promotion)
- Review process
- AP-10 form

- Questions, please put in the chat, the host will share with us.

School of Medicine Academic Affairs

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Geoffrey Abbott, PhD

Vice Dean, Basic Research

Senior Associate Dean, Academic Personnel

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Associate Dean, Academic Affairs (Non-Senate)

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Associate Dean, Faculty Development (Non-Senate)

Brian Cummings, PhD

Associate Dean, Faculty Development (Senate)

Jami Holland

Executive Director, Academic Affairs

Academic Series

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- Line (Senate – tenure track)
- In-Residence (Senate)
- Clinical X (Senate)
- **Health Sciences (HS) Clinical (Non-Senate)**
- Adjunct (Non-Senate)
- Volunteer (Non-Senate)

Academic Personnel Review

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□ Ranks

- HS Assistant Clinical Professor
- HS Associate Clinical Professor
- HS Clinical Professor

□ Steps

- Levels within each rank
- Assistant Professor – Steps I through VI
- Associate Professor – Steps I through V
- Professor – Steps I through IX

Academic Personnel Review

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- Evaluation cycle occurs regularly for all faculty at preset time points

- Normal time in each Step is as follows:
 - HS Assistant Clinical Professor all Steps = 2 years each
 - HS Associate Clinical Professor Steps I through III = 2 years each
 - HS Associate Clinical Professor Steps IV and V = 3 years each
 - HS Clinical Professor = 3 years each (generally)

Professor Series or Equivalent Titles

Assistant Professor year limit, tenure-track		8	Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	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	

MCA
(mid-career appraisal)

6 years typical
8 years max

Review frequency
(years)

Indefinite
(reviewed every 5 years)

Above scale
(Distinguished Professor)

Definitions

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□ Merit: Within Ranks

▣ Example:

- HS Associate Clinical Professor, Step 1 to HS Associate Clinical Professor, 2

□ Promotion: Go from one rank to next one above

▣ Example

- HS Assistant Clinical Professor, Step 4 to HS Associate Clinical Professor, Step 1

Acceleration

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- Acceleration: Must be doing exceptional work
- 4 areas of evaluation: service, teaching, clinical performance, research
 - ▣ All areas must be excellent
 - ▣ **2 out of 4 must be outstanding**
- There are 1-year, 2-year or whole step accelerations
- Accelerated Examples:
 - ▣ Step 1 to Step 3
 - ▣ Apply one year early for merit

Other options from merit and promotion

Reappointment

Formal review but no merit increase or promotion.

No change in rank or step

Deferral

Associates and above can do this

Stop the Clock (STC): Assistant Professor only, does not count for the 8 year rule, still turn in file

Personal and family reasons.

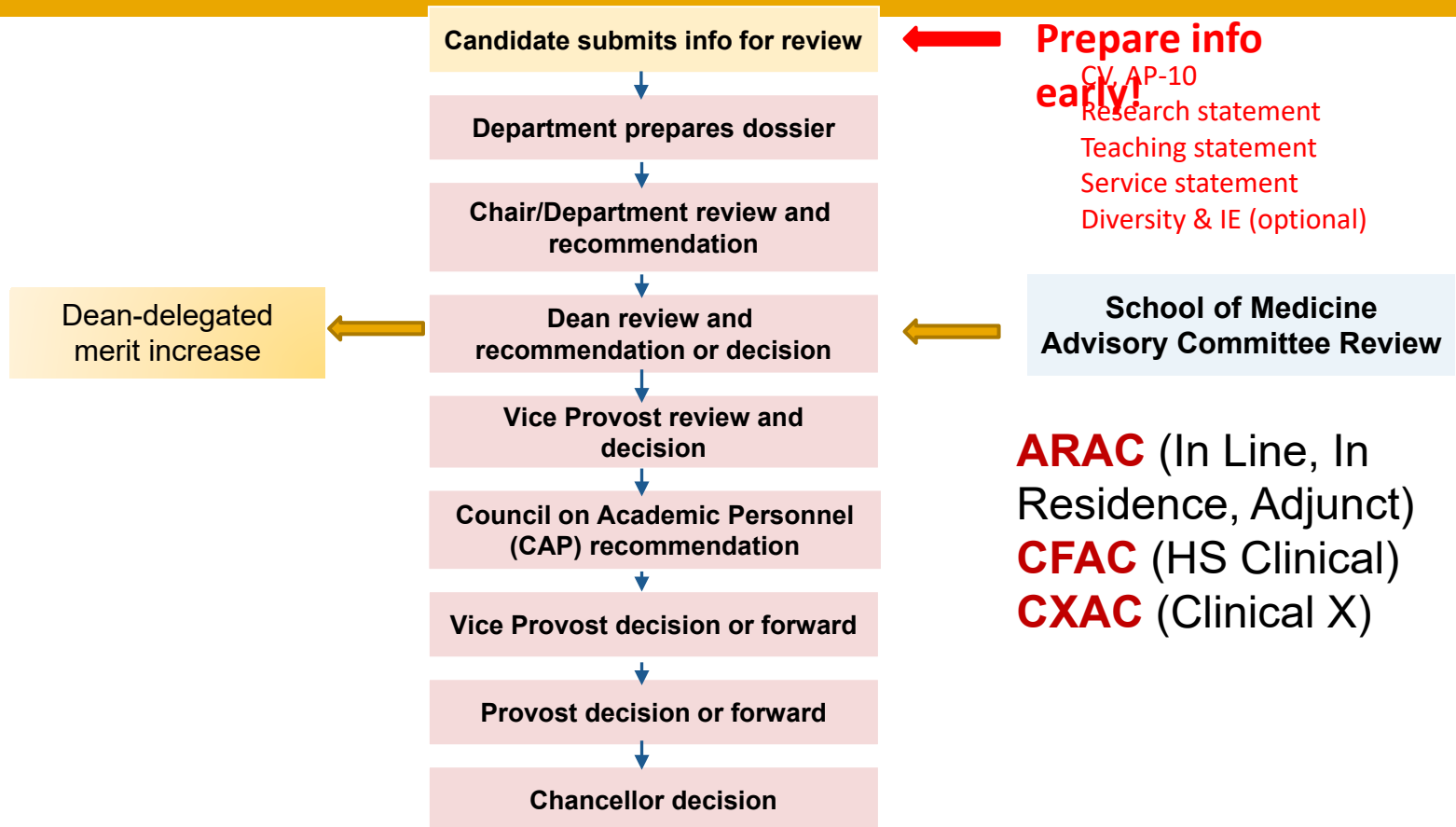
- Refer to AP site [APP 3-50 Appendix III](#)

Clinical Faculty Advisory Committee(CFAC)

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- This is a SOM committee comprised of faculty from various departments
- Faculty members in the HS Clinical Series at the Associate Clinical Professor or Clinical Professor appointed by the Senior Associate Dean for Academic Affairs.
- No Dean, Division Chair or Department Chair
- Associate Dean for Academic Affairs, Non-Senate and Associate Dean for Faculty Development, Non-Senate, serve as a permanent Ex-Officio member

The Review Process





Professor Series or Equivalent Titles

Assistant Professor year limit, tenure-track		8	Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	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	

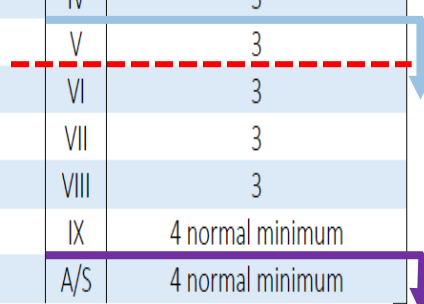
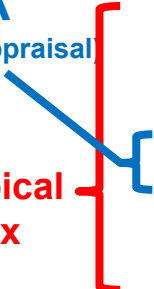
**Review frequency
(years)**

MCA
(mid-career appraisal)

6 years typical
8 years max

Indefinite
(reviewed every 5 years)

Above scale
(Distinguished Professor)



HS Assistant Clinical Professors

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- Reviewed every 2 years for potential merit increase to next step
- Mid-Career Appraisal (MCA) occurs during 3-4 years in the Assistant rank
- Consideration for promotion to Associate rank typically at 6 years
- 8-year time limit/rule for promotion

HS Associate Clinical Professors

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- Steps I-III, every 2 years
- Steps IV and V, every 3 years
- Step IV overlaps with Professor Step I
- Step V overlaps with Professor Step II
- Consider promotion after 6 years
- Every other normal merit is Dean-delegated.

Professor Series or Equivalent Titles					
Assistant Professor year limit, tenure-track		Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	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

HS Clinical Professors

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- Reviewed every 3 years for potential merit increase to next step for Steps I to IV
- Above Step V no longer a strict requirement for advancement, typically spend 3 to 5 years, must be reviewed after 5 years

Professor Series or Equivalent Titles					
Assistant Professor year limit, tenure-track		Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	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

HS Clinical Professor

- Merit every 3 years for Steps I through VIII
- Step V and above can be indefinite and requires review every 5 years even with no action
- Step V to VI is similar to promotion (without outside letters)
- A/S “above scale” is “Distinguished Professor” (IX to A/S requires letters)
- Merit review every 4-5 years for Step IX and above scale.
- Some steps are **CAP** reviewed and some are **Dean-delegated**.

Professor Series or Equivalent Titles					
Assistant Professor 8 year limit, tenure-track		Associate Professor 6 years normal, tenured		Full Professor Indefinite, tenured	
Step	Period of Service (years)	Step	Period of Service (Years)	Step	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

 DD
CAP
 DD
CAP
 DD
CAP

Above-Scale Actions

	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	Excellence in scholarship 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.

Academic Series Evaluation Criteria

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- Health Sciences Clinical Professor Series
 - Promotion to Associate Clinical Professor rank
 - Local or Regional reputation for Clinical Activities
 - Excellence in Teaching
 - Distinguished Clinical Professional Activity, High-Quality Patient Care
 - Meritorious Service
 - Promotion to Clinical Professor rank
 - Regional or National reputation for Clinical Activities
 - Excellence in Teaching and Professional Activity
 - Highly meritorious Service
 - May have leadership role(s) in department or hospital

Questions: Please put in the chat

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Evaluation criteria

Teaching/mentoring

Excellent teaching evaluations
Record of mentoring

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

Creative activities/Research

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

Service

Evidence for professional recognition
List of professional, university, hospital and dept service

Clinical competence

What documents are needed?

- **AP-10 Addendum**----This is the primary review file. All information **during the review period** should be included.
- CV (information of your entire career)
- **Teaching evaluations**
- **Reflective teaching statement** (required)] 2 pieces of evidence for teaching
- **Research statement** (if applicable) }
- **Service statement** (not required but recommended) }
- **Inclusive Excellence/Diversity statement** - **only required for the initial appointment**
 - optional for merit/promotion review, if there is something you want to highlight
 - CAP typically **prefers this information to be included in AP-10** for merit/promotion review

Personal statements
3pages Max each!

Outside letters (**only mandatory** for initial appointment, promotions, and advancement to Professor Above Scale)---**please include letters from other UC campuses!**

Review of Submitted Material

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



AP-10 Addendum (new version!)

(last updated 6/2022)

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

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

Examples:

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

UC-AP-10 Addendum



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/systemwide services

What do I emphasize in my file.

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□ Teaching

- Excellent teaching evaluations
- Record of teaching and mentoring

□ Research

- Evidence of independent and robust research program
- Peer-reviewed original publications as a first or senior author
- If middle author – explain your role in the activity
- Grant funding and/or clinical trials as a PI or Co-I

□ Clinical

- Evidence for professional recognition/clinical competence

□ Service

- List of professional and university activities

UC-AP-10 Section I

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

Name: _____

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

SECTION I – Previous Applicable Academic Employment

A. UC EMPLOYMENT HISTORY

Period	Title & Rank	Step	Time	Department
2021-present	Associate Professor	Step III	100%	Biological Chemistry
2019-2021	Associate Professor	Step II	100%	Biological Chemistry
2017-2019	Assistant Professor	Step IV	100%	Biological Chemistry
2015-2017	Assistant Professor	Step III	100%	Biological Chemistry
2013-2015	Assistant Professor	Step II	100%	Biological Chemistry

B. OTHER APPLICABLE ACADEMIC EMPLOYMENT

Period Position/Description

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

- Include faculty name and review period on every page of addendum (you have to do this 5 times due to sectioning of the file).
- All material listed on the addendum must be within the review period
- Use the most current form revised from the AP website
<https://ap.uci.edu/wp-content/uploads/UCI-AP-10.docx>



Teaching/mentoring

- Good teaching is essential for advancement
- Wards, clinic, OR, rounds, classroom
- Clinical teaching of medical students, residents and fellows
- Mentoring of graduate students and postdoctoral scholars (if you do it)
- Have evaluations on your teaching, discuss with your department, more weight given for teaching activities for which evaluations are provided
- Department Administrators/Education Team can provide specific information on teaching evaluation, content and format
- Reflective Teaching statement: discuss your teaching philosophy and creative teaching methods/tool development, and address negative comments

UC-AP-10 Section II Part A

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ADDENDUM → Name: _____ →
 for the review period ¶
 October 1, 20____ through September 30, 20____ → ¶

SECTION II – Teaching Activity during review period ¶

¶ _____ Section Break (Continuous) _____
COURSES TAUGHT AT UCI (if courses are taught elsewhere, list at the end and name institution) ¶

→ Qrtr/Year → Course # → Title Enrollment # Instructors
 % Taught → ¶

¶
 (end of your review period) ¶

Spring 2021 → BC225 → Epigen. Hum. Health/Dis. →	15 →	4 →	25 ¶
→ (graduate course) →	(# 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) ¶			
¶			



UC-AP-10 Section II Part B

SECTION II – Cont'd

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

Description	# of Students	Date/Date Span	# Hours/Days
Ward Rounds:			
General surgery rounds	1	7/18-8/1/2022	4-5 hrs/day, 5 days/wk
General gastroenterology <u>consult</u> ward service, endoscopy and rounds.	1	9/9-9/13/21	2-4hrs/day
Clinical Teaching:			
IBS Clinic	One third year medical student every 3 months.	10/2018-9/2021	4 hours at a time.
Lectures (Grand Rounds, Special lectures, etc.):			
UCI Neurology Lecture series “Brain tumors”	30	12/5/2022	1 hour
UCI Neurology Lecture series “Brain tumors”	30	12/5/2021	1 hour

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

DO NOT NEED TO LIST NAMES OF STUDENTS
DO LIST THE DATES ON SERVICE, NUMBER OF STUDENTS,
NUMBER OF HOURS SPENT TEACHING
LIST ALL LECTURES GIVEN TO STUDENTS

UC-AP-10 Section II Part C

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

Description	# of Students	Date/Date Span	# Hours/Days
Ward Rounds:			
Medicine Ward rounds	1-3 residents	2021-present	4-5 hrs /wk
Gastroenterology Consult Service	2 Gastroenterology Fellows	Dec 24-Dec 28, 2022	4 to 6 hours/day
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		7/2023
.			

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

DO NOT NEED TO LIST NAMES OF RESIDENTS AND FELLOWS

DO LIST THE DATES ON SERVICE, NUMBER OF RESIDENTS AND FELLOWS, NUMBER OF HOURS SPENT TEACHING

LIST ALL LECTURES GIVEN TO RESIDENTS

DO NOT LIST A LECTURE TWICE

UC-AP-10 Section II Part D

D. ADDITIONAL ITEMS THAT RELATE TO YOUR TEACHING

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

(a) those who received their Ph.D

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(b) those who advanced to candidacy

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(c) pre-dissertation committees

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

(d) other research supervision

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

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

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

3. **Postdoctoral Scholars Supervised**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

4. **Undergraduate Student Research Supervision – UROP, honors courses, 199's**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

5. **Other Research Supervision**

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>

UC-AP-10 Section II Part D

D. → ADDITIONAL ITEMS THAT RELATE TO YOUR TEACHING ¶

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

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

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2021	John Goodrich	Member	Dev & Cell Biology ¶
2021	Jane Martin	Chair	Biological Chemistry ¶
2020	XXXX	XX	XXXX ¶

(thesis defense date cannot be earlier than October 1, 2019) ¶

(b) → those who advanced to candidacy ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
4/2021	Mary Hicks	Chair	Biological Chemistry ¶
5/2021	Mike Johnson	member	Biochem. Mol. Biol. ¶
4/2020	Jacki Zeng	member	Dev. Cell ¶
5/2020	Lily Wang	member	Dev. Cell ¶

(Exam date cannot be earlier than October 1, 2019) ¶

(c) → pre-dissertation committees ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2020	John Goodrich	Member	Dev & Cell Biology ¶
2020	Jane Martin	Chair	Biological Chemistry ¶

(d) → other research supervision ¶

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
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UC-AP-10 Section II Part D

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

<i>Year(s)</i>	→	<i>Student Name</i>	→	<i>Role</i>	→	<i>Department</i>	→	¶
2019	→	Yasmin Newton	→	Chair	→	MS Biotech Program	→	¶

3. → Postdoctoral Scholars Supervised ¶

<i>Year(s)</i>	→	<i>Student Name</i>	→	<i>Role</i>	→	<i>Department</i>	→	¶
2018-present	→	Carl Lis	→	Mentor	→	Biological Chemistry	→	¶

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

-→

<i>Year(s)</i>	→	<i>Student Name</i>	→	<i>Role</i>	→	<i>Department</i>	→	¶
2020-present	→	Chris Kim	→	Mentor	→	Biological Chemistry	→	¶
	→	2020 UROP award, Excellence in Research ¶						
2019-2021	→	Michael Tora	→	Mentor	→	Biological Chemistry	→	¶
	→	2020 UROP award, 2020 SURP award, Excellence in Research ¶						
2018-2020	→	Jennifer Liu	→	Mentor	→	Biological Chemistry	→	¶

5. → Other Research or Teaching Supervision ¶

<i>Year(s)</i>	→	<i>Student Name</i>	→	<i>Role</i>	→	<i>Department</i>	→	¶
2020	→	Hitoshi Nakano	→	Mentor	→	Biological Chemistry	→	¶

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

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

UC-AP-10 Section II Part E

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E. TEACHING AWARDS AND SPECIAL PEDAGOGICAL ACTIVITIES

<i>Date(s)</i>	<i>Description</i>	
2022	Excellence in Graduate Student Teaching Award	UCI School of Medicine
2021	Golden Apple Teaching Award	UCI SOM
7/6-7/30/2023	California State Summer School for Mathematics and Science (COSMOS) Cluster 6: Genes, Genomes, and Skeletal Muscle Dystrophies	
2010 – 2023 (interrupted by COVID)	Judge for undergraduate poster presentation	

UC-AP-10 Section II Part F

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F. TEACHING INNOVATIONS AND CURRICULUM DEVELOPMENT

<i>Date(s)</i>	<i>Description</i>
Summer 2023	COSMOS Cluster 6: Genes, Genomes, and Skeletal Muscle Dystrophies A 4-week program for high school students to learn advanced topics in science, technology, engineering, and math (STEM) fields together with Dr. Stem. I developed the lecture series on muscular dystrophies.
2017 – present	Course Co-Organizer (contact organizer) BC225/NB230 Epigenetics in Health and Disease We revamped our BC225 chromatin course focusing more on epigenetics relevant to human health and disease and also moved it to the Fall quarter with the effort to increase more student enrollment. We also put more emphasis on student discussion by dividing the students in two groups (authors and reviewers) to critically analyze research papers.
2022 2021	GI Fellows Handbook, The Inside Scope (updates), <u>8th edition</u> Manual for Fecal Microbiota Transplant for Recurrent <i>C. difficile</i>

UC-AP-10 Section II Part G (new)

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G. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO TEACHING

<i>Date(s)</i>	<i>Description</i>
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NEW!

December 2 and 9, 2022
2022

IGEN Equity in Graduate Admissions Workshops
UCI Active Learning Institute

August-~~September~~, 2021
Dec 20, 2022

Digital Learning Institute Summer Workshop series
Podcast for Clinical correlates in pharmacology

UC-AP-10 Section II Part H

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H. DIVERSITY ACTIVITIES RELATED TO TEACHING

<i>Date(s)</i>	<i>Description</i>
5/2023	Research Seminar presentation for Bio Sci Minority Science Program
10/2021 – 2022	Served as both advancement and thesis committee member for four minority graduate students.

Cannot list any actual names!

UC-AP-10 Section III Research and Creative Activity

- Peer Reviewed articles, case reports, review articles, and book chapters
 - Important to publish peer-reviewed original research articles (and some peer-reviewed “review” and “method” papers) as a first, senior or corresponding author
 - Evidence of impact: author- or paper-level metrics (*not required but can be used*)
 - H-Index** in Google Scholar or Semantic Scholar: an **author**-level metric that measures both the productivity and citation impact of the publication. H-index should increase each year.
 - iCite**: Relative Citation Ratio (RCR) values, which measure the scientific influence of **each paper** by field- and time-adjusting the citation.
 - Impact Factor (IF)**: a measure of the frequency with which the average article in a journal has been cited in a particular year. It is used to measure the importance or rank of **a journal**.
- Publishing case reports, review articles, and book chapters, development of teaching materials or web site content, and clinical trials are also considered important creative activity for **HS and Clinical X** faculty members

UC-AP-10 Section III Research and Creative Activity

- Extramural funding and/or investigator-initiated clinical trials as the PI or Sub-PI
- Development of teaching materials (could be under teaching as well)
- Development website content
- Grants
- Current Research protocols that have IRB approval, no presentation yet, can put in research statement

SECTION III – Research and Creative Activity during review period

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

INTELLECTUAL CONTRIBUTIONS

<u>Category</u>	<u>Publication</u>
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Journal Articles, Peer-Reviewed

78. Author, Author, **Anteater, P.*** 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 **Anteater, P.** (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, **Anteater, P.**, 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, in this example, is the latest paper) in your CV.
- This numbering should **NOT** change over time and CV numbers **must** match with numbering on AP-10
- Include all author names, year, manuscript and journal titles, volume and page number (may also include PMID).
- **Your name in bold** for easy detection.
- Explain your role and/or percent contribution for each paper. You may want to describe as minor, moderate, or major contribution if that is easier to assess than % contribution. Stipulate if you are a **corresponding or co-corresponding author**.
- Do not include manuscripts submitted or in revision.
- **BioRxiv publications can be listed as “non-peer reviewed”**

Invited Reviews and Book Chapters, Peer Reviewed

Case Reports, Peer Reviewed

Books, Peer Reviewed

Commentary

ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

<u>Category</u>	<u>Creative Work</u>
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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.

Make sure the numbers match with those in CV.

SECTION III

B. PUBLICATIONS AND CREATIVE ACTIVITY PREVIOUSLY SUBMITTED IN A PRIOR REVIEW
(do not list any work already credited for the last promotion or advancement (Professor VI, A/S))

INTELLECTUAL CONTRIBUTIONS

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

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

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

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

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

(This section should only be used for promotion, advancement to Step VI, and promotion to above scale)

ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

Category	Creative Work
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Facebook live events for a dept/program

C. COMPLETED PARTS OF LARGER WORKS

Category	Publication or Creative Work
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For promotions and Professor step VI, you need to include publications during the entire review period, including those that were previously reviewed for merit increase. (Web files are only for the last 5 years)



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

SECTION III

D. PROFESSIONAL ONLINE & SYSTEM RESOURCES PRODUCED/MAINTAINED

Date(s) Active *Description*

2022-23 Development of the UCI SOM Anteater Website:
 June 2022 Culinary Medicine Recruitment Video.

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



E. INTELLECTUAL PROPERTY – PATENTS, COPYRIGHTS, ETC.

Date(s) *Description*

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



F. CONTRACTS, GRANTS, FELLOWSHIPS

Previously Submitted	Funding Source	Number or Title	Role*	Amount**	Date Span of Award	
No	NIH	R21 ARXXXXXX	MPI (contact PI)	\$242,000 (D)	09/1/2021	08/31/2023
No	CRCC	C21CRXXXX	PI	\$75,000 (D)	10/1/2021	09/30/2022
No	NSF	MCB-XXXXXXX	PI	\$778,653 (T)	08/1/2022	07/31/2025
No	UCI SOM Seed Grant		PI	\$10,320.57 (T)	07/1/2020	06/30/2021



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Section III
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Form UCI-AP-10

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

Include all the information indicated at the top.

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

Stipulate your role as PI, MPI or co-I.

ADDENDUM

for the review period

October 1, 20__ through September 30, 20__

Name: _____

Yes	NIH	R01 ARXXXXXX	MPI (contact PI)	\$2,241,185 (T)	09/1/2018	08/31/2023
Yes	NIH	R01 GMXXXXXX	Co-I	\$2,300,000 (T)	09/1/2017	03/18/2022
Yes	NIH - National Institutes of Health Biomedical Informatics Training Program		Mentor	-	2019	2023

Clinical Trial

Yes	Genentech/Hoffmann- LaRoche	Site-PI	\$449,729	11/5/2018	7/1/2023
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SECTION III

■
G. ALLOCATION OF OTHER NON-FINANCIAL RESOURCES

Previously Submitted	Funding Source	Number or Title	Role*	Amount**	Date Span of Award
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H. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO RESEARCH/CREATIVE ACTIVITIES

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

NEW!

2022-2023	NIH Bootcamp
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I. DIVERSITY ACTIVITIES RELATED TO RESEARCH/CREATIVE ACTIVITIES

<i>Date(s)</i>	<i>Description</i>
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2020-23	Studied health disparities among different demographic groups, leading to publication #72. The work uncovered that there are pharmacy "deserts" in low-income counties in California that contribute to worse health outcomes.
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List the creative activities that promote or support an increase of diversity.

For example,

- publication that includes a minority/diversity student as an author.
- actual study/grant/clinical trial that directly focuses on health disparity.

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

UC AP 10 Section IV Professional Recognition and Activity

- Awards and Honors/ Evidence of provision of high-quality patient care
- Media coverage
- Membership in Professional Society
- Participation in activities/committees of professional organizations
- Membership on editorial boards
- Manuscript review
- Grant review, NIH and other study section membership
- Invited lectures at UCI, other institutions and professional meetings
- Accepted Abstract/Poster Presentations at Professional Meetings
- Community service outreach activities
- Mentorship of other faculty
- Board Certification

UC-AP-10 Section IV

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SECTION IV – Professional Recognition and Activity during review period ¶

A. → HONORS AND AWARDS ¶

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2018 -19	→	Best Doctor's of America ¶		
2019	→	Physician of Excellence, Orange County Medical Association ¶		
2020	→	Physician of Excellence, Orange County Medical Association ¶		
2019	→	Fellow, American Society of Cell Biology ¶		
2019	→	UCI ICTS Team Science Award ¶		

¶

B. → MEMBERSHIPS ¶

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

UC-AP-10 Section IV

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C. → PROFESSIONAL ACTIVITY ¶

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

<i>Date(s)</i>	→	<i>Description</i>	→		¶
4/2021	→	Invited research seminar speaker (Zoom)	→	University of Michigan	¶
8/2020	→	Invited research seminar speaker (Zoom)	→	University of South Florida	¶
11/2019	→	Invited research seminar speaker	→	University of Maryland	¶

Invited presentations at professional meetings ¶

<i>Date(s)</i>	→	<i>Description</i>	→		¶
2020	→	American Society for Cell Biology; 39th Annual Meeting; San Francisco, CA	→		¶
	→	Symposium speaker and session chair (meeting canceled due to COVID-19)	→		¶

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

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

<i>Date(s)</i>	→	<i>Description</i>	→		¶
6/24-25/2021	→	73. The FSH Society annual International Research Congress, (virtual)	→		¶
	→	→ "Genetic engineering and characterization of isogenic FSHD mutant myocytes."	→		¶
	→	→ Nguyen, N., Kong, X., Williams, K., Tawil, R., Kiyono, T., Mortazavi, A., and Yokomori, K. (oral presentation by Nguyen)	→		¶
3/19/2-21	→	72. Second Annual Southern California Rare Disorders Symposium (virtual)	→		¶
	→	→ "Relationship of <i>DUX4</i> and target gene expression in FSHD myocytes"	→		¶
	→	→ Chau, J., Kong, X., Nguyen, N., Williams, K., Tawil, R., Kiyono, T., Mortazavi, A., and Yokomori, K. (poster presentation).	→		¶

0125 000000 74. The FSH Society annual International Research Congress, (virtual) 0125 000000 ¶

UC-AP-10 Section IV

Other presentations at professional meetings

<i>Date(s)</i>	<i>Description</i>
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Media Appearances and Interviews

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

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

Aug 5, 2022	UC Irvine Health Facebook Blog
Aug 6, 2022	UC Irvine Health Instagram

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

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

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

D. PROFESSIONAL AND PUBLIC SERVICE

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

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

2022	ASCB selected to be on the nomination committee Through 4 meetings over 3 months, we came up with the list of nominees for the president and executive committee for the Society.
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Aug 2022-Jan 2023	Anteater Foundation Congress Social Planning Committee
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Journal Editor / Membership on Journal Editorial Boards

<i>Date(s)</i>	<i>Description</i>
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2015 – present	Frontiers in Genetics, Editorial Board Epigenomics and Epigenetics, Associate Editor
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2008 - Present	BMC Cell Biology, Associate Editor
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UC-AP-10 Section IV

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Reviewer of Manuscripts / Journal Articles

<i>Date(s)</i>	→	<i>Description</i>	→
2020	→	reviewer, EMBO Journal	
2020	→	reviewer, Frontiers in Genetics	
2017-2019	→	reviewer, Journal of Biological Chemistry	
2017-2020	→	reviewer, eLife	
2017	→	reviewer, Scientific Reports	

Standing Member of Review Boards for Funding Agencies

<i>Date(s)</i>	→	<i>Description</i>	→
2020	→	NIH/ SEP ZRG1 MOSS-K02 (3/20) (Co-Chair)	
	→	ZRG1 CB-S (70)/4D Nucleome (5/20)	
		Friends of FSH Research RFP (5/20 and #/20)	
2019	→	NIH/MGB Study Section (member) (2/19)	
		American Cancer Society Seed Grant	
		Friends of FSH Research RFP (2/19 and 10/19)	

Ad hoc Service as Referee of Proposals

<i>Date(s)</i>	→	<i>Description</i>	→
2020	→	NIH/ SEP ZRG1 MOSS-K02 (7/20) (Chair)	
		NIH/SMEP (10/20)	
		UKRI Future Leaders Fellowship	
2019	→	NSF MCB the Program of Genetic Mechanisms (8/19)	

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

Date(s) *Description*

e.g., serving as an advisor for a company during the review period.

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

Date(s) *Description*

List any outreach activities

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

UC-AP-10 Section IV

E. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO PROFESSIONAL AND PUBLIC SERVICE

Date(s) *Description*

NEW!

06/22

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

Name: _____

- 5/09/22 Faculty Development Series – “Communication and interpersonal styles” via Zoom
- 6/04/22 AAMC Professional Development Series – “Building Better Curriculum” webinar
- 10/17/22 Faculty Development Series – “Managing your clinical research career” in person

F. DIVERSITY ACTIVITIES RELATED TO PROFESSIONAL AND PUBLIC SERVICE

Date(s) *Description*

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

UC AP 10 Section V University Service

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

XX committee (UCI Health, Hospital committee) and could include a brief bullet point about their contribution

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

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

University: Across the UC system, UCOP advisory committee, EPIC liaison for UC system
Department Chair, Division Chief, Organized Research Unit (ORU) Director and other leadership roles

Less service is expected from Assistant Professors

More service is expected at Associate and Professor ranks

UC-AP-10 Section V

SECTION V – University & Systemwide Service during review period ¶

¶ Section Break (Continuous) ¶

A. → UNIVERSITY/SYSTEMWIDE ⇌ Academic Senate, Administrative Service; Senate Assembly; MRU, UCOP ¶

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2019-present	→	The Cancer Research Coordinating Committee (CRCC)	¶	¶

B. → CAMPUS ⇌ Academic Senate and Administrative Service: ¶

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2018 - 2021	→	The Council on Faculty Welfare, Diversity, and Academic Freedom, UCI, Member.	¶	¶
2001 - Present	→	The Institutional Biosafety Committee, UCI, Member, Appointed.	¶	¶
2001 - Present	→	The Radiation Safety Committee, UCI, Member, Appointed.	¶	¶

C. → SCHOOL ¶

Date(s) → *Description* → **add further details if you want to highlight a specific service activity.** → ¶

2016-2020	→	SOM Mentoring Committee. This committee meets monthly and requires considerable pre-meeting outreach and review activities to ensure that the highest standard of mentoring is provided for the senate faculty covered by this group. We provide support for approximately 24 junior and mid-career faculty per year.	¶	¶
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UCI Medical Center ¶

2018-present → OR steering committee ¶

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

<i>Date(s)</i>	→	<i>Description</i>	→	¶
2019-present	→	Division Chief ¶	¶	¶
2020-present	→	Graduate Advisor ¶	¶	¶
2020-2021	→	Faculty Search Committee ¶	¶	¶

UC-AP-10 Section V

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E. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO UNIVERSITY/SYSTEMWIDE SERVICE

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

NEW!

2021-2022	SOM Leadership Academy
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F. DIVERSITY ACTIVITIES RELATED TO UNIVERSITY/SYSTEMWIDE SERVICE

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

2018 - 2022

As the Chair of the SOM Mentoring Committee, I aimed to provide proper guidance for career progress of minority faculty members. To better serve the URM faculty members who came to the mentoring committee for guidance, we engaged with the School of Medicine Equity Advisors and UCI Office of Inclusive Excellence who gave us advice on challenges

Not all diversity descriptions or activities are equal

Poor

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

Good

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

Excellent

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

Diversity Statement (Optional)

- CAP encourages the candidate to include their work in inclusive excellence and diversity where appropriate within the AP-10.
- If you feel strongly that your diversity effort demands a separate statement, you may highlight it in a separate statement. (<https://ap.uci.edu/faculty/guidance/ieactivities/>)
- It is helpful if these contributions are also highlighted in the departmental letter.

Review of Submitted Material

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



Tips

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- Keep CV up to date as you complete activities and provide contributions
- Review materials for accuracy and appropriateness (review period, level of service, etc.)
- Incorporate an emphasis on diversity and inclusive excellence in contributions you are already making
- Work closely with department analyst and adhere to timelines provided

Helpful Websites

Office of Academic Personnel-Resources for Faculty:

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

Academic Personnel Manual:

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

Council on Academic Personnel FAQ:

<https://cpb-us-e2.wpmucdn.com/sites.uci.edu/dist/e/1492/files/2021/01/CAP-FAQ-January-2021.pdf>

**SOM Academic Affairs Office – Working on enhancing our website!
This slide set will be posted there.**

QUESTIONS

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