HEALTH SCIENCES CLINICAL SERIES, WOS / AFFILIATES

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

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Amy Nguyen  Academic Affairs Analyst (Non-Faculty)
Sonha Castelli  Academic Affairs Analyst (Non-Faculty)

Shannon Henderson  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 50%)
- 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%-50% are in HSCP by exception

- At Renewal time, department and Dean’s office needs updated record of Affiliates’ % time at the Affiliate site
OLD FORMS – do not use

**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 30% and 43% are in the HS Compensation plan by exception.

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.
CURRENT AFFILIATE FORM

Affiliate Faculty Verification and HSCP Agreement Form
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</th>
<th>First</th>
<th>Hire Date</th>
<th>End</th>
<th>TC</th>
<th>Title</th>
<th>Current Step</th>
<th>Annual Rate</th>
<th>UCI %</th>
<th>% Affil</th>
<th>Total %</th>
<th>Affil Site</th>
<th>Next Rev</th>
<th>Next Actn</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>21-22</td>
<td>P</td>
<td>I</td>
<td></td>
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<tr>
<td>Chandan</td>
<td>Vishal</td>
<td>10/15/18</td>
<td>6/30/22</td>
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<td>95%</td>
<td>21-22</td>
<td>M</td>
<td>II</td>
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<tr>
<td>Crews</td>
<td>Bridgit</td>
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<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>
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<td>III</td>
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<tr>
<td>Da Costa Iyer</td>
<td>Maria</td>
<td>6/30/22</td>
<td>2010</td>
<td>1732</td>
<td>HS Clin Prof</td>
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<td>WOS</td>
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<td>Del Valle Estopinal</td>
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<td>2/24/20</td>
<td>6/30/22</td>
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<tr>
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<td>$112,100</td>
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<td>Li</td>
<td>Xiaodong</td>
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<td>6/30/22</td>
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<td>100%</td>
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<td>Edwin</td>
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<td>Nael Amzajedri</td>
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<td>6/30/22</td>
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<td>M+MCA</td>
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<td>HS Asst Clin Professor</td>
<td>II</td>
<td>$81,300</td>
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<td>100%</td>
<td>21-22</td>
<td>M</td>
<td>III</td>
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</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
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 UCI's 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.
Where Do I Find More Information?

SOM AA Website
Where Do I Find More Information?

UCI School of Medicine

Affiliate Faculty and Volunteer Faculty

The UCI Health Sciences possesses Without Salary and Volunteer faculty who work at our hospitals and affiliate institutions.

Home > About > Faculty Academics > Affiliate Faculty and Volunteer Faculty

Affiliate Faculty

An Affiliate Faculty is an individual with primary employment at an affiliated institution (e.g., Long Beach VA, Long Beach Memorial Miller’s Hospital, CHOC) who also has an appointment at UCI at 50% or less.

Faculty with paid appointments between 5% and 50% at UC Irvine and primary employment at the Long Beach VA (LBVA) are in the Health Sciences Compensation (HSACP) plan by exception.

Verification of Affiliate status and agreement to the HSACP plan (for paid Affiliates at LBVA) must occur annually, using this form.

University-paid staff physicians and staff clinicians and other clinicians and physicians practicing at non-UC-affiliated sites with teaching responsibilities may be appointed to titles in the Volunteer Clinical Professor.

See the Below Documents for more information:

- Health Sciences Clinical, WOS and Volunteer Clinical Faculty: Criteria Chart

Recruitment

Appointment

Affiliate Faculty - HS Clinical, WOS

The Health Sciences Clinical Professor series is governed by APM – 278, and is distinct from the Volunteer Clinical Professor series (APM - 279, Volunteer Clinical Professor Series).

Health Sciences Clinical Faculty with primary employment at a UC Affiliate site (e.g., Long Beach VA, CHOC, etc.) must have a concurrent without salary (WOS) academic appointment at UC Irvine. The concurrent appointment shall be in the Health Sciences Clinical faculty series, which allows the faculty to interact and teach UC Irvine residents and Medical students at the respective Affiliate site.
## UCI SOM Health Sciences Clinical Professor, WOS/Affiliate Grid

<table>
<thead>
<tr>
<th></th>
<th>Appointment²</th>
<th>Merit/Mid-Career Appraisal (MCA)</th>
<th>Promotion/Advancement</th>
<th>Change of Series into HS WOS</th>
<th>Annual Renewal</th>
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<td>AP Form</td>
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<td></td>
<td>AP-22</td>
<td>AP-21</td>
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<tr>
<td></td>
<td></td>
<td>*Not required when file is submitted in Scholar Steps</td>
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<td>Department Faculty Vote</td>
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<td>(use SOM Vote Grid)</td>
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<tr>
<td>Affiliate Site Verification &amp; HSCP Agreement Form</td>
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<tr>
<td>(UCI-SOM-AFF-REF-FORM)</td>
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<tr>
<td>Summary of Contributions</td>
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<tr>
<td>(UCI-SOM-AFF-CONT)</td>
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<tr>
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<td>Reflective Teaching</td>
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<td>Incorporated Into Summary of Contributions</td>
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<td>Statement</td>
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<tr>
<td>Teaching Evaluations</td>
<td>*If available</td>
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<tr>
<td>Form AP-50</td>
<td>*Only required if candidate is current UC Irvine appointee</td>
<td>*Not required when file is submitted in Scholar Steps</td>
<td>*Not required when file is submitted in ScholarSteps</td>
<td>*Not required when file is submitted in ScholarSteps</td>
<td>n/a</td>
</tr>
</tbody>
</table>

1 Referee Feedback Forms – minimum 2 from outside of the home Department (within same institution/site is acceptable)
2 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 APM 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.

Updated: 12-23
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
- **DO NOT LEAVE THE BOXES BLANK**
- **DO NOT COPY AND PASTE FROM THE REST OF THE FILE – COMMENTS CAN BE BRIEF BUT MUST INCLUDE ANALYTICAL COMMENTS**
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
# Volunteer vs. HS, WOS (Affiliates)

<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>
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<tbody>
<tr>
<td></td>
<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>
</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>
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<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>
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<tr>
<td>Required documents</td>
<td>Volunteer appointment packet</td>
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<td>Volunteer appointment packet</td>
<td>*HS clinical professor series checklist</td>
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<tr>
<td>Review timeline/interval</td>
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<td>Minimum every 5 years</td>
<td>Minimum every 5 years</td>
<td>*UCI-SOM affiliate paperwork</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*Routine based on rank/step</td>
</tr>
</tbody>
</table>

***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-MCH)***
Questions/Feedback

Academic Affairs Principal Analysts – Faculty
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Tracee Davis  traceed@hs.uci.edu

Academic Affairs Analyst – Volunteer Faculty
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