

UCI School of Medicine

Faculty Handbook

2024-2025
Academic Affairs

Last updated December 18, 2024

GETTING STARTED

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

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

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](#)
- [SOM Diversity Statement and UC Anti-Discrimination Policy](#)

Email: hcaa@hs.uci.edu

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

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

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](#)

DISCOVER

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

Grunigen Medical Library

The Grunigen 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.

[Grunigen Medical Library Website](#)

Email: gml@uci.edu

Service desk #: (714) 456-5585

TEACH

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](#)

Review the [Annual Faculty and Resident Training on SOM Learning Objectives and Key Policies](#)

Teaching Skills Video Modules

- [Patient Safety and the Learning Environment](#) (approx. one hour)
- [Clinical Teaching](#) (approx. half hour)

[Teaching & Assessment Skills Resources](#)

Email: meded@hs.uci.edu

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 \(PRIME-LC\)](#)



HEAL

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