



How to prepare a merit/promotion review file (clinical and non-clinical)

June 22, 2026

Academic Affairs Leadership

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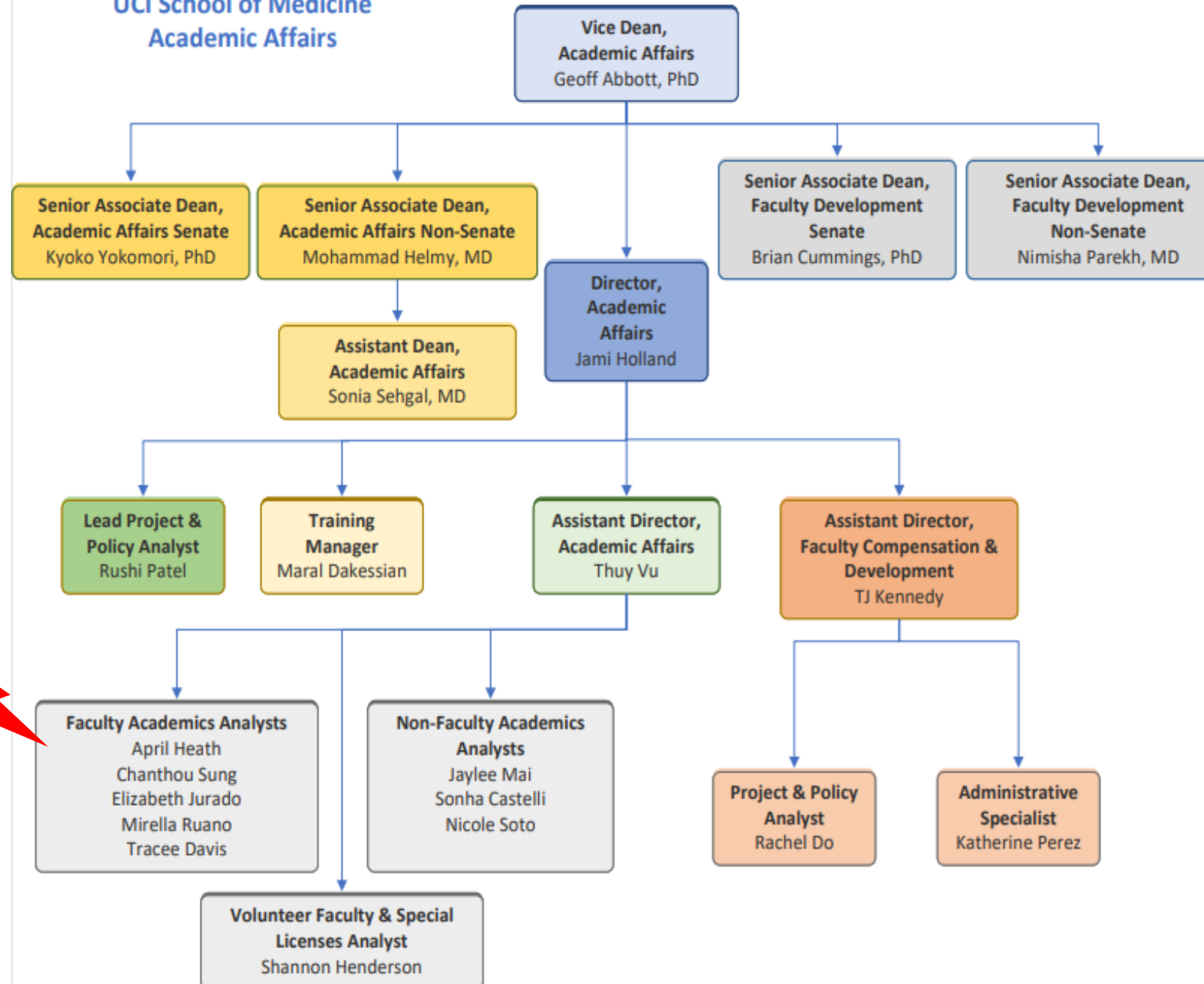


Sonia Sehgal, MD

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UCI School of Medicine Academic Affairs



Today we are covering...

SOM Senate Faculty (and Adjuncts)

- In Line (Senate - tenure track)
- In Residence (Senate)
- In Line/In Residence (50/50)(Senate)
- Clinical X (Senate)
- Adjunct (non-Senate)

SOM HS Clinical Faculty

Review frequency (years)

MCA
(mid-career appraisal)

6 years normal
8 years max

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

Merit increase

Step V can be Indefinite
(reviewed at least every 5 years)

Advancement to Step VI

Above scale
(Distinguished Professor)

Promotion

Promotion

Evaluation criteria

Teaching/mentoring

Excellent teaching evaluations
Record of mentoring

Creative activities

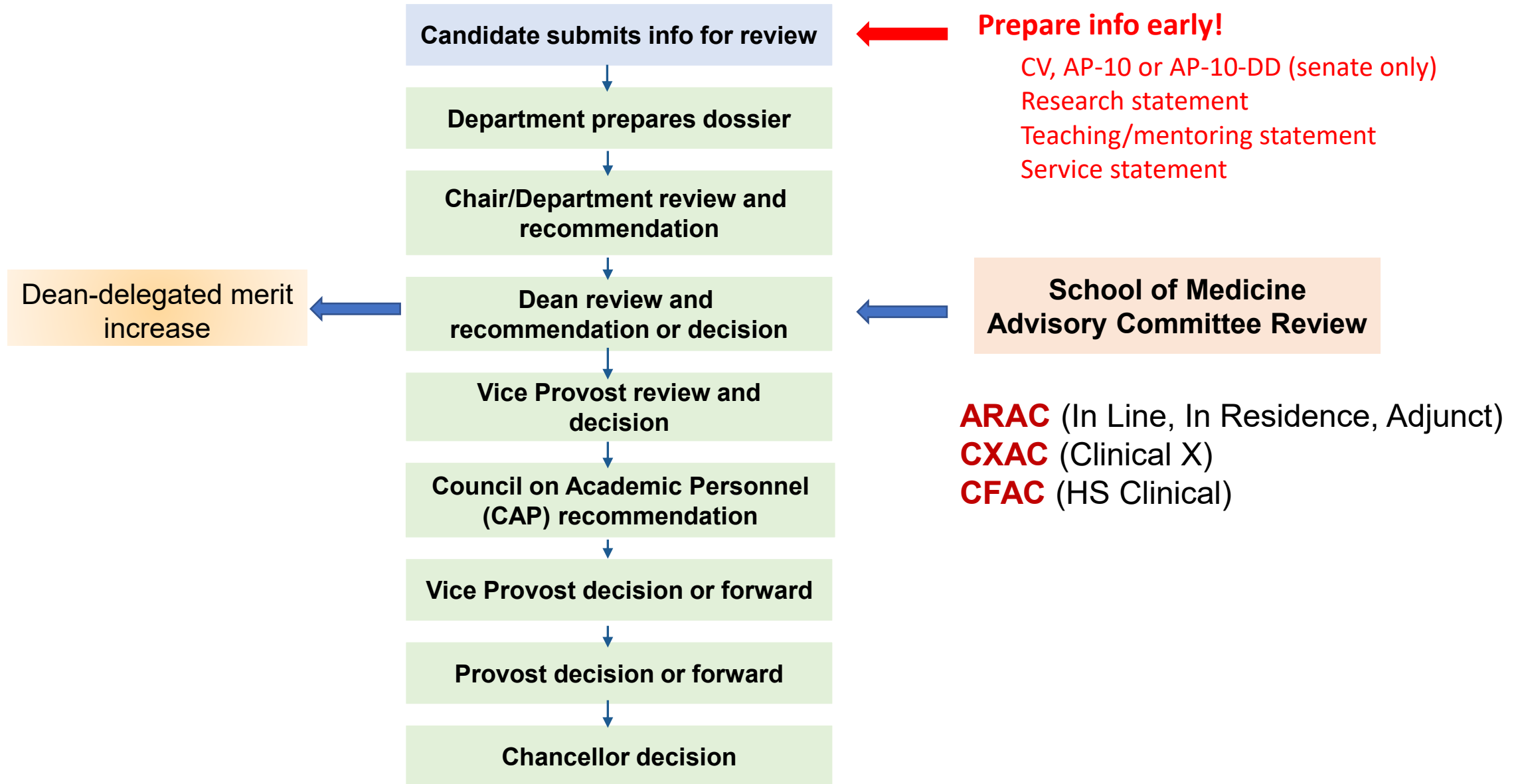
Evidence of independent and robust research program.
Peer-reviewed original publications as a first or senior author
Grant funding and/or clinical trials as a PI

Services

Evidence for professional recognition
List of professional and university service activities

Clinical competence

The Review Process



Initial appointment/change of series, promotion, acceleration (≥ 2 years), advancement to Step VI and to A/S, and A/S merit 2+ are reviewed by:

- In Line (Senate - tenure track)
- In Residence (Senate)
- In Line/In Residence (50/50)
- Adjunct (non-Senate)



- Clinical X (Senate) → **CXAC**
Clinical X Advisory Committee

- HS Series (Non-Senate) → **CFAC**
Clinical Faculty Advisory Committee

Preparation for File Submission – 2026 - 2027

Personnel Review Action	Due Date
Chair meets with Faculty to discuss Proposed Academic Actions	March 2026
Proposed Academic Action Report submission to Academic Affairs Office	May 1, 2026
Solicitation of Letters of Recommendation (Promotions & Advancement to Above Scale)	June 1, 2026

File Submission Deadlines - 2026-2027

Personnel Review Action	Due Date	File Entry Cut Off Date
Academic Affairs Office will accept early file submission	August 1, 2026	September 30, 2026
Postponement of Tenure Review Files Merits, including one-year accelerations Accelerated Merits of two years or more* No Change Reappointments Midcareer Appraisals Fifth Year Reviews	October 5, 2026	
Faculty Promotions (normal & accelerated) * Deans Delegated Accelerated Merits* Advancement to Professor Step VI	November 2, 2026	
Promotions (non-faculty academics) Non-reappointments Above Scale actions Merit, Deans Delegated* All other actions, including non-Senate actions	December 1, 2026	

*Accelerated Actions will not be accepted by the SOM AA Dean's Office after 2/1/27

*HS Clinical faculty Merit files received on 4/1/27 or later may be considered for Reappointment

Senate files

- **Dean-delegated review files**
 - All normal merit files
 - Any faculty member can elect to have their merit files be CAP-reviewed.
 - **Must make that decision before submitting base file materials to the department.**
- **Files that continue to be CAP (campus) reviewed**
 - All promotion and advancement files
 - All Mid-Career Appraisal (MCA) files
 - All acceleration files
 - Above Scale Merit Files
 - Five-year reviews
 - All files in the review cycle following any reappointment or No Change only decision
 - For a complete list, please refer to the [Senate Faculty Merits and Promotion Delegations of Authority](#)

CAP-Delegated **Senate** Review File

- **AP-10 (2026 version!)**----This is the primary review file. All information **during the review period** should be included.
- CV (information of your entire career) (**publication numbering cannot be changed and must match AP-10**)
- Outside letters (**only mandatory** for initial appointment, promotions, and advancement to Professor Above Scale)---**please include letters from other UC campuses!**
- Two forms of evidence for teaching effectiveness
 - **Student Feedback Forms (teaching evaluations) (required!)**
 - One other: reflective teaching/mentoring statement (most common), peer evaluation from a colleague, or other evidence
- **Reflective teaching and mentoring statement**
- **Research statement** (if applicable)
- **Service statement** (not required but recommended)

2 pieces of evidence of teaching

**Personal statements
3 pages max each!
(highly recommended)**

AP-10 and AP-10DD (use the newest versions!)

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

[UCI-AP-10](#)

Addendum Form

2026-04

[APP 3-60: Review
File
Documentation
\(Senate Titles\)](#)

[Review Periods by
Action Type](#)

[UCI-AP-10-
DD](#)

Teaching Addendum Form

2025-06

[APP 3-60: Review
File
Documentation
\(Senate Titles\)](#)

[Review Periods by
Action Type](#)

Dean Delegated Review File for **Senate**

- **Curriculum Vitae (CV) OR complete the Addendum form, AP-10**
 - If submitting a CV
 - Highlight all new material since the last review period ended
 - Complete Teaching Addendum form, AP-10-DD (2026 version!)
 - If submitting an AP-10:
 - Use updated **AP-10 2026**: Complete entire form
 - Also **attach a CV** (SOM-specific).
- **Self Statement (not required)**
 - Can include **one reflective statement with short sections about significant contributions in review areas** that may not be adequately evident from the CV/AP-10
 - Recommended length (**< 2 pages total**)
- **Two forms of evidence for teaching effectiveness**
 - **Student Evaluations**
 - One other: **reflective teaching/mentoring statement** (most common), peer evaluation from a colleague, or other evidence
- **E-Copies of Publications/Creative Activities**
 - Refer to [APP 3-60: Merit and Promotion File Documentation for Academic Senate Titles](#)

HS Clinical Review File Materials

- **AP-10 (2026 version!)**----This is the primary review file. All information **during the review period** should be included.
 - CV (information of your entire career) (**publication numbering cannot be changed and must match AP-10**)
 - Outside letters (**only mandatory** for initial appointment, promotions, and advancement to Professor Above Scale)---**please include letters from other UC campuses!**
 - **Teaching evaluations**
 - **Reflective teaching and mentoring statement** (required)
 - **Research statement**
 - **Service statement**
- 2 pieces of evidence of teaching
- Not required but may be helpful
Max 2 pages total

Review of Submitted Material

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. Faculty members are ultimately responsible for signing off the review materials.

- ❑ 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 policies and procedures



Recent changes!

- **Achievement Relative to Opportunity (ARO)**
 - Merit and promotion process recognizes the significant impact on the ability of faculty to perform all aspects of their work, including research, teaching and service, in times of crisis.
 - ARO guidance will now be integrated into each section of research, teaching, and service guidance <https://ap.uci.edu/faculty/guidance/>
- **Inclusive Excellence in Review Files**
 - **No separate diversity statement.**
 - New AP-10 and AP-10DD have “**Contributions to Inclusive Excellence**” rather than “diversity activities related to...”----**please be succinct and list specific activities!**
- **Guidance on “Reflective” Statements**

Achievement Relative to Opportunity (ARO)

Merit and promotion process recognizes the significant impact on the ability of faculty to perform all aspects of their work, including research, teaching and service, in times of crisis. Some examples of the types of non-confidential information that might be provided:

- Changes in teaching workload relative to department or school norms, or teaching overloads undertaken due to impacts on other faculty;
- Additional efforts required for student advising and mentoring beyond the regular expectations;
- Lost opportunities for scholarly and professional recognition both on campus and professionally;
- Loss of specific scholarly activity or funding opportunities due to restricted travel, closed facilities, or lack of access to research subjects;
- Constraints on time to devote to research due to **significantly increased caregiving responsibilities or health issues, not to be confused with medical leave.**
- For grants that have been awarded then reduced or cancelled, list them on AP-10 as **Amount Awarded (\$1,000,000), Amount Received due to Post-award Reduction (\$500,000)**
- ARO guidance will now be integrated into each section of research, teaching, and service guidance <https://ap.uci.edu/faculty/guidance/>

Self Statements=Personal Statements=**Reflective Statements!**

Put your accomplishments in context! discuss ARO!

3 pages **each** for CAP-delegated

2 pages **total** for Dean-delegated

- **Reflective teaching/mentoring statement:** Analyze your teaching/mentoring activities during the review period objectively, highlight any teaching innovation, and address negative teaching evaluations (**important!**).
- **Research statement:** focus on providing context (explain the significance of your study in the field, define your contribution in team science, etc.) rather than going into details of your projects.
Describe any unfunded clinical research/IRB.
- **Service statement:** Briefly summarize your service, elaborate if a certain committee activity requires a lot of hours/work!
- **No more separate inclusive excellence statement.**

Reflective Statements

What's helpful for reviewers

- Use the reflective statements to address any areas of concern or particular importance within Research and Creative Activity, Teaching and Mentoring, and/or University, Professional and Public Services Activities.
- Engage meaningful student comments in reflective teaching and mentoring statement.
- In your Service statement, please distinguish between campus, departmental, and professional service areas.

UC-AP-10 Addendum

Section I----Employment history

Section II----Teaching/mentoring

Section III---- Creative, research, scholarly activities

Section IV----Professional recognition/Clinical competence
and service activities

Section V----University service/Clinical competence and
service activities

Section I: Employment

ADDENDUM
for the review period
October 1, 20____ through September 30, 20____
[\(How to determine your review period\)](#)

Name: _____

*NOTE: Additional instructions can be accessed by hovering over hyperlinked wording.
Please complete only those sections that apply to your work during this review period.*

SECTION I – Previous Applicable Academic Employment

A. UC EMPLOYMENT HISTORY

Period	Title & Rank	Step	Time	Department
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- Include faculty name and review period on every page of addendum
- All material listed on the addendum must be within the review period
- Use the most current form revised as of (4/26); always use the form from AP website <https://ap.uci.edu/forms/>

04/26

←

Use 2026
version!

Section I
Page 1

Form UCI-AP-10

Must use the most up to date AP-10 and AP-10DD!

Section I: Employment

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

SECTION I—Previous Applicable Academic Employment

Section Break (Continuous)

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

❖ List each step and don't consolidate by ranks.
If off scale, write e.g., "III OS"

<https://facultyhub.ap.uci.edu/Employment>

B. OTHER APPLICABLE ACADEMIC EMPLOYMENT

→ Period	→ Position/Description
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If you worked at UCI in a different track, list here. Can also list academic employment at other institutions.

Section II: Teaching/mentoring

- Good teaching is essential for advancement
- Classroom and laboratories, wards, operating room, and clinic
- Clinical teaching of medical students, residents and fellows
- More weight given to teaching activities for which **evaluations** are provided
 - Department Administrators can provide specific information on **teaching evaluation** content and format
- **Research mentoring of graduate students, postdoctoral scholars, undergraduate students, visiting scholars, and lab personnel.**
 - **Junior faculty (career development) mentoring is considered as “service” in section IV (outside) or V (inside UCI).**

Section II: Teaching/mentoring

<https://facultyhub.ap.uci.edu/Courses>

SECTION II – Teaching Activity during review period

A. COURSES TAUGHT AT UCI (if courses are taught elsewhere, list at the end and name institution)



<u>Ortr/Year</u>	Course #	Title	Enrollment	# Instructors	% Taught
(end of your review period) Spring 2024	<u>BC225*</u>	<u>Epigen. Hum. Health/Dis.</u>	15	4	25
(graduate course) (# of students enrolled) (# of instructors)(your contribution %)					
Spring 2024	BIO199	Chromatin Biol.	3	1	100
(undergraduate research)					
Spring 2024	BC200C	Chromatin Biol.	1	1	100
(your own graduate student research A (fall), B (winter), C (spring))					

- ❖ Asterisks: with teaching evaluations. (For promotions, evaluations for the last 5 years should be included.)
- ❖ Underline: regular courses.

B. OVERLOAD COURSES TAUGHT AT UCI

<u>Ortr/Year</u>	Course #	Title	Enrollment	# Instructors	% Taught
Winter 2024	<u>BME135*</u>	<u>Photomedicine</u>	15	6	5%
(A guest lecturer to give one lecture)					

Section II. C and D: *Faculty members with clinical teaching only*

SECTION II – Cont’d

C. 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)

Section II: Teaching/mentoring

Faculty members with clinical teaching only

D. 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
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Ward Rounds:

Medicine Ward rounds	1-3 residents	2021-present	4-5 <u>hrs</u> / <u>wk</u>
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- Do not need to list names of students, residents and fellows
- Do list the dates on service, number of students, residents and fellows
- Number of hours spent teaching
- List all lectures given to students, residents and fellows
- **Don't report the same lecture in >1 section; instead, explain if the audience for a specific lecture included >1 learner category**

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)

Section II: Teaching/mentoring

E. 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>
2023	John Goodrich	Member	Dev & Cell Biology
2023	Jane Martin	Chair	Biological Chemistry

(thesis defense date should be within the review period))

(b) those who advanced to candidacy

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
4/2023	Mary Hicks	Chair	Biological Chemistry
5/2022	Mike Johnson	member	Biochem. Mol. Biol.

(Exam date cannot be earlier than October 1 (the beginning of the review period))

(c) pre-dissertation committees

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2023	John Goodrich	Member	Dev & Cell Biology
2023	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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May list rotation students.

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>
2023	Yasmin Newton	Chair	MS Biotech Program

Section II: Teaching/mentoring

3. Postdoctoral Scholars Supervised

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2022-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>
2023-present	Chris Kim	Mentor	Biological Chemistry
2023 UROP award, Excellence in Research			
2022-2024	Michael Tora	Mentor	Biological Chemistry
2023 UROP award, 2023 SURP award, Excellence in Research			
2022-2023	Jennifer Liu	Mentor	Biological Chemistry

List here →

5. Other Research or Teaching Supervision

<i>Year(s)</i>	<i>Student Name</i>	<i>Role</i>	<i>Department</i>
2023	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.			
2022-preesent	John Reed	Supervisor	Biological Chemistry
Mr. Reed has been an assistant specialist in my lab.			

Explain →

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

CLINICAL FACULTY (LIST RESIDENTS, FELLOWS WHO YOU MENTORED FOR RESEARCH OR CLINICAL TEACHING)

Section II: Teaching/mentoring

F. TEACHING AWARDS AND SPECIAL PEDAGOGICAL ACTIVITIES

<i>Date(s)</i>	<i>Description</i>	
2023	Excellence in Graduate Student Teaching Award	UCI School of Medicine
7/6-7/30/2024	California State Summer School for Mathematics and Science (COSMOS) Cluster 6: Genes, Genomes, and Skeletal Muscle Dystrophies	
2010 – 2024 (interrupted by COVID)	Judge for undergraduate poster presentation	

List here the types of items that relate to university teaching, such as on-line or multi-media instructional programs and resources, unpublished laboratory preparations or manuals, course guides and packets, etc. Asterisk (*) items included in the file

G. TEACHING INNOVATIONS AND CURRICULUM DEVELOPMENT

<i>Date(s)</i>	<i>Description</i>
Summer 2024	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.
2023	GI Fellows Handbook, The Inside Scope (updates), 8 th edition

If you organized a new course or revamped an existing course during the review period, report it here.

Section II: Teaching/mentoring

H. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO TEACHING

<i>Date(s)</i>	<i>Description</i>
December 2 and 9, 2023	IGEN Equity in Graduate Admissions Workshops
2023	UCI Active Learning Institute
August-September, 2023	Digital Learning Institute Summer Workshop series

I. CONTRIBUTIONS TO INCLUSIVE EXCELLENCE

<i>Date(s)</i>	<i>Description</i>
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List here teaching and mentoring activities that promote the University’s mission (see APM210)

Please be succinct! List specific activities (bullet points).

Section III. Research and Creative Activity

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

INTELLECTUAL CONTRIBUTIONS

Category

Publication

Original Research Articles, Peer-Reviewed

78. Author, Author, **Anteater, P.*** and Author.* (2025) 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.** (2024) Title. **Journal** Volume:Pages.

Anteater 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. (2024) Title. **Journal** Volume:Pages.

Anteater lab helped with some of the protein biochemistry experiments. 10% contribution.

Review Articles, Peer-Reviewed

Invited Reviews and Book Chapters, Peer Reviewed

Case Reports, Peer Reviewed

Books, Peer Reviewed

Commentary

Published after the last review period (typically 2-3 years).

- 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).
- Separate or clearly mark original research articles and review articles.
- Your name in **bold** for easy detection.
- Explain your role in each paper. You may describe your contributions as minor, moderate, and major, or % contribution.
- Stipulate your role as **corresponding or co-corresponding author**.
- Do NOT include non-peer-reviewed articles, such as BioRxiv/MedRxiv, or manuscripts submitted or in revision.

Section III. Research and Creative Activity

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 .



• **DO NOT list BioRxiv publications in AP-10. You can mention in your research statement.**

(This section should only be used for promotion, advancement to Step VI, and promotion to above scale. Web files are only for the last 5 years)

C. ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

Category	Creative Work
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D. COMPLETED PARTS OF LARGER WORKS

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

Section III. Research and Creative Activity

- **Publishing peer-reviewed original research articles**, case reports, review articles (“invited” review is a plus), and book chapters
 - Important to publish **as a first or senior author – corresponding author status is crucial**
 - **Middle authorship should be documented/explained** (subject matter expert, supply of special resource, expert analysis of dataset). Do not assume peers will understand your role.
 - **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. **Helpful to have a Google Scholar page.**
 - **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 “peer-reviewed”** 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, Clinical X** and **Adjunct** faculty members.

Section III. Research and Creative Activity

E. PROFESSIONAL ONLINE & SYSTEM RESOURCES PRODUCED/MAINTAINED

Date(s) Active Description

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

F. INTELLECTUAL PROPERTY – PATENTS, COPYRIGHTS, ETC.

Date(s) Description

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

G. CONTRACTS, GRANTS, FELLOWSHIPS

Previously Submitted	Funding Source	Number or Title		Role*	Amount**	Date Span of Award	
No	NSF	MCB-XXXXXXX	PI	\$778,653 (T)		08/1/2025	07/31/2028
No	NIH	R21 ARXXXXXX	MPI (contact PI)	\$242,000 (D)		09/1/2025	08/31/2027
No	CRCC	C21CRXXXX	PI	\$75,000 (D)		10/1/2025	09/30/2026
No	UCI SOM Seed Grant		PI	\$10,320.57 (T)		10/1/2024	09/30/2025
Yes	NIH	R01 ARXXXXXX	MPI (contact PI)	\$2,241,185 (T)		09/1/2021	08/31/2026
Yes	NIH	R01 GMXXXXXX	Co-I (5%)	\$2,300,000 (T)		09/1/2020	03/18/2025
				(\$120,000 allocated)			
Yes	NIH - National Institutes of Health Biomedical Informatics Training Program		Mentor	-		2020	2024
Clinical Trial							
Yes	Genentech/Hoffmann- LaRoche		Site-PI	\$449,729		11/5/2022	7/1/2027

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

☐ Include all the information indicated at the top, including a descriptive title of the grant.

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

☐ Stipulate your role as PI, MPI (no Co-PI in NIH) or co-I/sub-contractor/consultant (then list the PI name).

☐ If you are Co-I, put % effort and/or \$ amount allocated to you.

***DO NOT list fellowships awarded to trainees (list these under teaching as evidence of mentorship).**

Section III. Research and Creative Activity

H. ALLOCATION OF OTHER NON-FINANCIAL RESOURCES

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

<i>Date(s)</i>	<i>Description</i>
2025-2026	NIH Bootcamp
2024-2025	Clinical Trialist Program from CCR

J. CONTRIBUTIONS TO INCLUSIVE EXCELLENCE

<i>Date(s)</i>	<i>Description</i>
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Section III. Research and Creative Activity

- ❑ AP-10 bullet points with supporting self statements that are clear, concise and provide additional context are helpful.
- ❑ CAP looks for connections between research activity, impact and leadership.
 - Example: For co-authors, co-artistic directors, designers, collaborators, “team science,” inter- or cross-disciplinary work – Provide context: did the candidate initiate the work? Did they have a minor or a major role in the development and final production of the work?
- ❑ Research grants, external funding:
 - A mark of stature / research accomplishments
 - Explain grant / funding totals – indicate candidate’s role as PI or Co-I
- **Current research protocols** that have IRB approval but for which the clinical trial has not yet been funded or initiated can be mentioned in the research statement.

Section IV. Professional Recognition and Activity

- Awards and Honors, media coverage
- Participation in activities of clinical and/or professional organizations
- Membership on editorial boards and manuscript review
- Grant review, NIH and other study section membership
- Invited lectures at other institutions and professional meetings
- Accepted Abstract/Poster Presentations at Professional Meetings
- Community service outreach activities
- Mentorship of other faculty

Clinical competence

- Evidence of provision of high-quality patient care (e.g., Super Doctor, USA)
- **Board certification (list under Section IV.B)**
- Leadership role in your division, clinical program (**List in Section V, university service**)

Section IV. Professional Recognition and Activity

A. HONORS AND AWARDS

<i>Date(s)</i>	<i>Description</i>
2022-25	Best Doctors of America
2025	Physician of Excellence, Orange County Medical Association
2024	Physician of Excellence, Orange County Medical Association
2024	Fellow, American Society of Cell Biology
2024	UCI ICTS Team Science Award
5/2023	Golden Apple Award for Teaching, UCI SOM

B. MEMBERSHIPS

<i>Date(s)</i>	<i>Description</i>
2021-present	American Society of Cell Biology
2021-present	American Society of Biochemistry and Molecular Biology
2021-present	Orange County Medical Association

- **Also list board certification!**
- **DO NOT list UCI ORU membership here!**

Section IV. Professional Recognition and Activity

Talk invitations are important evidences for your professional recognition!

C. PROFESSIONAL ACTIVITY

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

<i>Date(s)</i>	<i>Description</i>
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Separate local and national/international invited talks to academic institutions (e.g., universities).

4/4/2025	Invited research seminar speaker	University of Michigan
5/8/2024	Invited research seminar speaker (Zoom)	University of South Florida
12/11/2023	Invited research seminar speaker (Zoom)	University of Maryland

Presentations at UC Irvine. (invited)

<i>Date(s)</i>	<i>Description</i>
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6/4/2025	Invited research seminar speaker	UCI Dept. Dev Cell Biol.
12/8/2024	Invited research seminar speaker	UCI CCBS
7/2/2023	Internal Medicine Grand Rounds	UCI
11/22/23	Speaker the at Microbiome Initiative	UCI

Invited presentations at professional meetings

<i>Date(s)</i>	<i>Description</i>
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2025	American Society for Cell Biology; 39th Annual Meeting; San Francisco, CA Symposium speaker and session chair
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Accepted presentations at outside 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>
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6/24-25/2025	73. <u>The XXX Society annual International Research Congress</u> "Genetic engineering and characterization of XXXXX." Hernandez, B., Clay, J., Meadows, M., Ng, P., Sakamoto, K., Saleh, Z., and Anteater, P. (oral presentation by Hernandez)
3/19/2025	72. Second Annual Southern California Rare Disorders Symposium "Relationship of XXXX and XXX in XXXXX" Hernandez, B., Clay, J., Meadows, M., Ng, P., Saleh, Z., Sakamoto, K., and Anteater, P. (poster presentation).
3/25-26/2024	71. <u>The XXX Society annual International Research Congress (virtual)</u> "Relationship of XXXX and XXX in XXXXX." Hernandez, B., Clay, J., Saleh, Z., Meadows, M., Sakamoto, K., and Anteater, P. (poster and short video presentation by Clay)

Include poster or selected oral presentations by your trainees or you in this section.

Section IV. Professional Recognition and Activity

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>
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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>
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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>
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2023	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 2023-Jan 2024	Anteater Foundation Congress Social Planning Committee
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Section IV. Professional Recognition and Activity

Journal Editor / Membership on Journal Editorial Boards

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

Reviewer of Manuscripts / Journal Articles

<i>Date(s)</i>	<i>Description</i>
2023	reviewer, EMBO Journal
2023	reviewer, Frontiers in Genetics
2019-2023	reviewer, Journal of Biological Chemistry
2017-2023	reviewer, <u>eLife</u>
2022	reviewer, Scientific Reports

Standing Member of Review Boards for Funding Agencies

<i>Date(s)</i>	<i>Description</i>
2023	NIH/ SEP ZRG1 MOSS-K02 (3/23) (Co-Chair) ZRG1 CB-S (70)/4D <u>Nucleome</u> (5/23) Friends of FSH Research RFP (5/23 and 9/23)
2022	NIH/MGB Study Section (member) (2/22) American Cancer Society Seed Grant Friends of FSH Research RFP (2/22 and 10/22)

Ad hoc Service as Referee of Proposals

<i>Date(s)</i>	<i>Description</i>
2023	NIH/ SEP ZRG1 MOSS-K02 (7/23) (Chair) NIH/SMEP (10/23) UKRI Future Leaders Fellowship
2022	NSF MCB the Program of Genetic Mechanisms (8/22)

Section IV. Professional Recognition and Activity

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

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

<i>Date(s)</i>	<i>Description</i>
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List any outreach activities

2020-present	Orange County Outreach Program: gave talks to elementary, middle and high school students to encourage their career path in STEM.
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E. **PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO PROFESSIONAL AND PUBLIC SERVICE**

<i>Date(s)</i>	<i>Description</i>
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5/09/23	Faculty Development Series – “Communication and interpersonal styles” via Zoom
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6/04/23	AAMC Professional Development Series – “Building Better Curriculum” webinar
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10/17/23	Faculty Development Series – “Managing your clinical research career” in person
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F. **CONTRIBUTIONS TO INCLUSIVE EXCELLENCE**

<i>Date(s)</i>	<i>Description</i>
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List here any service activities that promote the University’s mission

Section V. University and Systemwide Service

- Department, SOM, campus-wide, or UC-wide committees
- Hospital committees (**this should be under SOM**)
- Department Chair, Division Chief, Organized Research Unit (ORU) Director and other leadership roles
- Less service is expected from Assistant Professors
- Significant service/leadership is expected at higher ranks (**for senate faculty, campus-wide service is expected to ensure shared governance of the University of California**).

SECTION V – University & Systemwide Service during review period

A. UNIVERSITY/SYSTEMWIDE - Academic Senate, Administrative Service; Senate Assembly; MRU, UCOP

<i>Date(s)</i>	<i>Description</i>
2022-present	The Cancer Research Coordinating Committee (CRCC)

B. CAMPUS - Academic Senate and Administrative Service:

<i>Date(s)</i>	<i>Description</i>
2021 - 2024	The Council on Faculty Welfare, Diversity, and Academic Freedom, UCI, Member.
2021 - Present	The Institutional Biosafety Committee, UCI, Member, Appointed.
2020 - Present	The Radiation Safety Committee, UCI, Member, Appointed.

C. SCHOOL

<i>Date(s)</i>	<i>Description</i>
2020-2024	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.

UCI Medical Center

2019-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
2023-2024	Faculty Search Committee

Section V. University and Systemwide Service

E. PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO UNIVERSITY/SYSTEMWIDE SERVICE

<i>Date(s)</i>	<i>Description</i>
2023-2024	SOM Leadership Academy

F. CONTRIBUTIONS TO INCLUSIVE EXCELLNCE

<i>Date(s)</i>	<i>Description</i>
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Include service that promotes the University’s mission

Examples of University service for HS faculty members

University: Across the UC system, UCOP advisory committee, EPIC liaison for UC system

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

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

UCI Health, Hospital committee: (may include a brief bullet point about their contribution)

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

Letters

External letters for promotion (do not provide drafts!)

- Assistant to Associate
 - Associate to Professor
 - Professor Step V to VI
 - Professor above scale
(Distinguished Professor)
- } 4-5 external letters required
- Letters not required
- 4-5 external letters required

- At least **3 letters** must be Department-nominated, Non-conflicted
- 1-2 of them should be from **other UC campuses**.----important for CLINX!
- Your former mentors are "conflicted" forever
- Collaborators are conflicted for **4 years**.
- Candidate and department generate two independent lists. Any name that appears on both is marked as Department.
- The letter writers must be at/above rank of the proposed candidate rank.

Department/Chair/Dean Letters

- No more than three pages! Shorter is often better.
- Avoid reiterating AP-10 content or other letters.
- Role is to evaluate the context and point out the strengths and weakness, not to advocate for the candidate.
- Help CAP understand the context of the activities listed on the AP-10.
 - “Prof. X’s service on this committee was commendable because of Y”
 - “Prof. X had a heavier teaching load than normal because of Y. Normal load for the department is Z.”
- Address any negative aspects of the file, especially negative votes from department members, negative comments in the external letters, and any major negative teaching evaluations.

Conflict of Interest (COI) - Department, Chair, and Dean Letters

- **Conflict of Interest (COI):** mentor-mentee or family member (for life) co-authorship (last 48 months and pending); grant collaborations (last 48 months and pending); other relationships that a reasonable person might consider a conflict of interest
- **If CAP determines that there is a COI,** file sent back to the school with a request for a new letter:
 - **Department Letter:**
 - Conflicted member should not be the lead writer and signer.
 - If drafted by multiple faculty members, the letter should be signed by a non-conflicted writer.
 - **Chair Letter:**
 - Option 1: A non-conflicted faculty member, who did not participate in the department discussion or vote, writes a NEW letter that replaces the conflicted chair letter.
 - Option 2: Chair does not submit a letter. The original chair letter is removed from the file and chair votes with the department.
 - **Dean letter:**
 - Appoint a surrogate dean, who has not participated at other levels of review, to write and sign a NEW letter that would replace that of the conflicted dean.

Other Actions

I need more time!

No action (Reappointment for Assistant Professor)

- Formal review but no merit increase or promotion.
- 2 consecutive “no action” requires an Action Plan with measurable goals, and a subsequent “Progress Report”.

Stop the Clock (STC): Assistant Professor only

- Up to 2 COVID STC (faculty must have started on or before June 2022)
- 1 STC for Personal and family reasons.

Deferral: Associate and Professor only

- If your last review was positive, a merit or promotion review can be deferred for one year.

- ❖ Defer a Mid-Career Appraisal: **must** be submitted by **the end of the faculty member’s third year (by June 30)**
- ❖ Notification to “Stop the Clock” is submitted after the Mid-Career Appraisal: **must** be made **before July 1 of the academic year in which a tenure or promotion review is to occur**

Stop the Clock (STC) for Assistant Professors

- **COVID-19 Stop the Clock:**

- Applies to eligible faculty at the Assistant Professor rank, which fall under the provision of [APM 133](#)
- Faculty must have **started on or before June 30, 2022**

- **Two COVID-19 Stop the Clock:**

- An eligible faculty may only request up to two STC due to COVID-19
- In total, **a faculty may not exceed 3 Stop the Clocks at the assistant rank**
- For second COVID-19 STC, complete the [UCI AP-92 Stop the Clock Certification](#) and provide memo (no more than 1 page) with rationale for the request

- **Third Stop the Clock:**

- Eligible faculty with two Stop the Clocks (STC) previously acknowledged that are non-COVID related, who are requesting a third Stop the Clock due to the COVID-19 pandemic must provide:
 - A completed [UCI AP-92 Stop the Clock Certification](#)
 - Form should indicate that this is the third Stop the Clock request
 - Include an explanation on how the COVID-19 pandemic has impacted their work
 - The Office of Academic Personnel will manage the exceptional approval request to UC Office of the President

Should I accelerate?

Important criteria for acceleration

- There are 1-year, 2-year and/or whole step (or more) accelerations
- Faculty must be outstanding (far-above-typical accomplishments) in two out of four areas (research plus either teaching or service for senate/adjunct) and at least satisfactory in the third area
- An analytical rationale for acceleration (outstanding in which two areas?) must be included in the Department Letter!
- **UPDATE:** Review letters must indicate on which areas the acceleration is based.

Accelerations: Outstanding Contributions in Two Areas

- **Expectations in Professor Series compared to non-accelerated action at same rank/step**
 - Research/Creative Activity is a required area
 - Volume and impact twice as high, evidence of leadership
 - Service as second area
 - Volume and impact twice as high, evidence of leadership
 - Teaching/mentoring as second area
 - Volume does NOT have to be twice as high but impact does, evidence of leadership
- **If department support for acceleration is mixed: departments should have one vote on acceleration and a second vote on normative action.**

Acceleration For Senate Faculty

SOM Senate

FY20-21: ~17% went for acceleration and ~57% success rate

FY22-23: ~23% went for acceleration and ~38% success rate
(~7-8% of all files)

FY23-24: ~26% success rate

There is a higher bar required for accelerations

Acceleration for HS Faculty

Fiscal Year	# of Accelerations Requested	# of Successful Accelerations	% of successful accelerations	HS Files Reviewed
23-24	13	9	69%	~230
22-23	14	10	71%	~221

About 5% of HS files up for review went for acceleration

There is a higher bar required for accelerations

Higher ranks/steps require greater accomplishments – accelerated at Professor rank requires more than accelerating at Assistant rank

Discuss with your Chair and Promotions Committee

Can also meet with Senior Associate Dean for Faculty Development

CAP may deny promotion (or merit or acceleration), then what?

CAP tentative decisions

- As per normal process, faculty going up for promotion to Associate rank can add new materials until the final decision
- Tentative decision letters from CAP requesting additional information will continue to be optional, **not mandatory**, when there is disagreement between CAP and school recommendations
- You may accept the decision, or withdraw the file and resubmit in a following year (subject to 8y rule for Assist. Profs)

Helpful Websites

SOM Office of Academic Affairs:

<https://medschool.uci.edu/about/office-academic-affairs>

SOM Faculty Development Webinars

<https://medschool.uci.edu/about/why-choose-uci-school-medicine/academic-affairs/faculty-development/monthly-mondays>

Academic Personnel Manual:

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

APP 3-60: Merit and Promotion File Documentation for Academic Senate Titles

<https://ap.uci.edu/policies-procedures/app/3-60/>

Very informative!



Council on Academic Personnel FAQ:

<https://docs.google.com/document/d/1XCZNTNDiyZF3KNamkxKQkqeSP1hUU6gdX2WkehK3Dr4/edit>

Guidance for preparing review files and statements

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

AP-10 addendum (4/2026) and AP-10DD (section II only) (2/2026) can be found at

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

