Volunteer Clinical Faculty

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Academic Personnel

10/22/2007
Promotions, reappointments, HSCPs
VCFs can be appointed b/c..

- Department recruitment to fulfill specific teaching and service needs.
- Dean of Education and/or OME recruitment to fulfill teaching needs that are not department-based.
- Dean, Asst. Dean for Div. may identify suitable individuals through outreach efforts.
- An individual in the community may approach a department.
Terms of Service and Conditions

- Initial appointment three (3) years at any rank.
- Reappointments are for five (5) years and MUST have an end date.
- Assistant, Associate, and Clinical Professors, Volunteer Series have to contribute 50 hours or more per year of documented teaching and/or other activities.
- Clinical Associate/Instructor will be used for individuals that contribute 20-49 hours per year. They are NEVER eligible for promotion unless their work hours increase.
Criteria

- Clinical Associate/Instructor (lowest)- title code 2077
- Assistant Clinical Professor-t.c. 2057
- Associate Clinical Professor-t.c. 2037
- Clinical Professor (highest)-t.c. 2017
New Hire process

- I-9 and background check are REQUIRED for all VCFs.
Reappointments
Reappointment Eligibility

The department must review and confirm the following items before a VCF can be reappointed:

Worksheets:

- Teaching and/or supervision of pre and post-graduate students in the health sciences. And/or preparing of teaching programs for undergrad med students;
- Participation in research, committees, training or faculty development activities;
- Clinical expertise;
- Clinical competence- verifying licenses.
  - NPDB report (VCF can self query this)
  - peer recommendations from recent professional colleagues or supervisor.
  - Proof of current medical malpractice insurance.
  - List of any malpractice claims and suits (if any).
Reappointment Packet

- After evaluated the following items need to be sent to Academic Personnel:
  - Department Chair or Clinic Director letter
  - Worksheets documenting activity since appointment or last reappointment.
  - Biography or CV
  - New certificate of appointment (with new end date)
  - Peoplesoft (eHR) input document.
Promotions
Criteria

- Appointees are eligible for promotion after 3 years for an initial appointment and one five year reappointment.
- Departments may recommend accelerated promotions based on performance.
- Eligibility is the same as for reappointments.
Procedures

- In March Academic Personnel will send a Call to the departments who MAY be eligible for promotion.
- When candidates are eligible for promotion and reappointment at the same time, both issues may be combined in the same packet.
- The department faculty committee reviews the performance based on the criteria and recommends promotion.
- The department sends the promotion packet to Academic Personnel for review.
Promotion Packet

After evaluated the following items need to be sent to Academic Personnel:

- Department chair/Clinic Director letter
- Promotion Proposal Form
- Worksheets documenting activity since appointment or last reappointment.
- Biography or CV
- New certificate of appointment (with new end date)
- Peoplesoft (eHR) input document.
HSCP WOS
Health Science Clinical Professor Without Salary
HSCPs

Concurrent with staff appointments- MSP or PCN (Primary Care Network).

Begin and end dates will correspond with the MSP/PCN appointment.

Send input document, copy of CV to Academic Personnel.
Title Codes

- HSCP Clinical Associate/Instructor - 2070
- HSCP Assistant - 2050
- HSCP Associate - 2030
- HSCP Full Professor - 2010
Reappointment

- No additional documentation required.
- End dates extended to match staff appointment.
- Please email Kassie Perlongo to notify of extension (or can send PSoft input document)
- If not notified the appointment will be dropped.
Termination
Termination

- If MSP/PCN contract is termed or not renewed, HSCP appointment MUST be termed at the same time.
- Can be hired as a VCF with appropriate paperwork sent to Academic Personnel.
- For VCF termination send a 30 day notice. If there is no response can be termed in Manager Self Service.
Remember…

- The VCF Guidelines are located on our website under Volunteer Clinical Faculty (VCF)

  [Http://www.ucdmc.ucdavis.edu/Academicpersonnel.]

- If you need extra certificates, email or call Kassie Perlongo.