

ADVANCEMENT PACKETS 2024

Christine Glastonbury, MBBS
Vice Chair Academic Affairs

ADVANCEMENT PACKETS 2024

Advancing & the Cycle
Your packet
CV paragraphs
Packet checklist
Questions

Advancement & the Cycle

SERIES

Adjunct
HS Clinical
Clinical X
In residence
Ladder-rank

RANK

Assistant
Associate
Full

STEP

1-6
1-5
1-9

ACADEMIC ADVANCEMENT TERMS

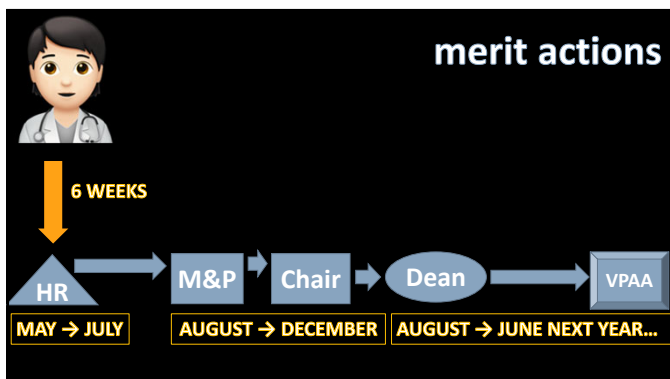
MERIT = Move to next step *within* same rank, eg Assistant step 2→3, Associate step 1→2

PROMOTION = Assistant → Associate, Associate → Full, Full step 5→6, Full step 9 → A/S

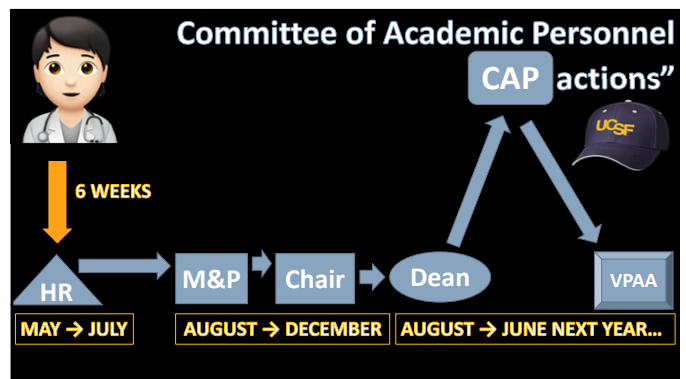
APPRAISAL 'of achievement & promise' "mid-Assistant" [ends up being ~2yrs before Associate]

ACCELERATION = Move to next step one [A1] or two [A2] years earlier than anticipated

merit actions



Committee of Academic Personnel



YOUR PACKET

1. CV in Advance
2. Summary of accomplishments
3. Teaching evaluations

**“Copy from
My CV into
this packet”**

2. Summary of accomplishments

PERSONAL STATEMENT

2-3 things in each of 5 areas

- TEACHING+MENTORING
- SERVICE ACTIVITIES
- RESEARCH & CREATIVE
- PROFESSIONAL EXPERTISE
- DIVERSITY

**Context
Relevance
Significance**

2. Summary of accomplishments

“Having a succinct statement that contextualizes the CV is important --rather than a summary of the CV.”

**Context
Relevance
Significance**

3. Teaching Evaluations


Formal evaluations of teaching (MedHub/E*value)


5 teaching assessments/
reference letters


YOUR CAP PACKET


1. CV in Advance
2. Summary
3. Teaching evaluations
4. Formal Letters of evaluation


4. Letters of evaluation /reference

 **3 intra & 3 extramural**

 **discuss with mentors / chief**

 **Prof at /above rank.**

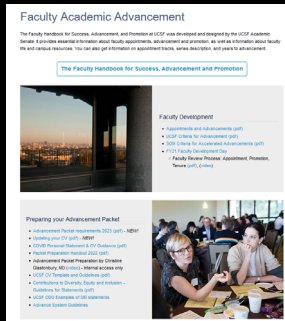
 **Ask them & help them.**

 **Submit to Advance packet**

1. YOUR CV

Advance.ucsf.edu

UCSF AA WEBSITE:



CV UPDATE CHECKLIST

1. ADD any lectures, presentations etc since last submission
2. ADD new committees; END completed ones – same for **GRANTS**



CV UPDATE CHECKLIST

3. Update publications

- Bold **your name**
- Use **"*"** if 2nd author & 1st mentored trainee
- Do not list **"in submission"** pubs...
- Check chronological order: oldest first



CV UPDATE CHECKLIST

4. Leadership & admin = **clinical activities**
5. **Service** = committees/ taskforce



CV UPDATE CHECKLIST

6. Check spelling, spell out all acronyms.
7. Write **new** narratives. Takes time. [Make time].



Narratives.. Summary paragraphs

1. Clinical Activities
2. Service Activities
3. Contributions to Diversity
4. Teaching
5. Mentoring
6. Research & Creative activities

Narratives.. Summary paragraphs

1. Clinical Activities

What do you do every day.
4 days/week reading room, 12
mths of year. TB / conference.
Manage lab. RIG Leader /
admin. QI.

Think of as Professional
Activities

*"Since my last
academic action..."*

"I continue to..."

Narratives.. Summary paragraphs

2. Service Activities

Member, Chair, Vice Chair of
committee, working group or
taskforce.

Department, section, hospital,
SOM, UCSF Health, UC-wide,
national/int'l societies

*"Since my last
academic action..."*

"I continue to..."

Narratives.. Summary paragraphs

3. Contributions to diversity

Teaching, mentoring, university & public service activities
that address needs of diverse populations

Clinical activities for diverse patient populations

CAP does not recognize "work at ZSFG"

Efforts to advance access to education

Research that highlights inequalities

**see handout*

Narratives.. Summary paragraphs

4. Teaching

Formal: Medical student
classes, MSMBI, resident and
fellows, ETC

Informal: In the lab, reading
room, procedure suite etc

*"Since my last
academic action..."*

"I continue to..."

Narratives.. Summary paragraphs

5. Mentoring

Predoctoral, postdoctoral,
faculty etc
Research, career, project
mentoring [or all]
Articulate the successes of
your mentees

*"Since my last
academic action..."*

"I continue to..."

Narratives.. Summary paragraphs

6. Research & Creative Activities

VARIES BY SERIES.....

Fully explain your
contributions and expertise.
Highlight any unique &
creative contributions.
Explain the significance.

*"Since my last
academic action..."*

"I continue to..."

IN RESIDENCE

6. Creative Activities

publications in peer-reviewed journals (particularly as first or senior author);

invited presentations as a speaker to well-respected society or scientific meetings;

serving as a Principal Investigator on a competitive grant from a private or public institution or organization;

serving as a co-investigator on a competitive grant;

leading or developing a new society;

translating scientific findings into an approach adopted to diagnose or treat patients;

obtaining a patent on scientific findings or approaches;

developing a new course based on scientific field of research.

ADJUNCT

6. Creative Activities

Creativity for the researcher would include

publishing in peer reviewed journals as a first author, as well as within the authorship;

becoming a Principal Investigator on a competitively-sought grant from a private or public organization;

being a co-investigator on a grant , or an invited speaker to a major scientific meeting.

HS CLINICAL

6. Creative Activities

- Creative work is specifically defined for the Health Science Clinical Professor Series as *"scholarly and creative activity...derived from their primary responsibility in clinical teaching and professional service activities"*
- CAP expects HSC Series faculty to highlight examples of creative work on their CV, in the specified area.
- **1) the development of innovative programs that advance the fundamental missions of the Department, School or the University, 2) innovative teaching materials or teaching approaches or delivery, 3) the generation and publication of new knowledge or, 4) the enhancement of a service.**

CLINICAL X

6. Creative Activities

- *"significant contribution to knowledge and/or practice in the field and it has to be disseminated i.e., textbook, new syllabus adopted elsewhere, new electronic patient record). "*
- *Textbooks and similar publications, or contributions by candidates to the professional literature and the advancement of professional practice or of professional education, should be judged as creative work when they represent new ideas or incorporate scholarly research.*
- *The development of new or better ways of teaching the basic knowledge and skills required by students in the health sciences may be considered evidence of creative work*

COMMON CV ERRORS

Out of date

Out of order

Out of place




COMMON CV ERRORS

"CV should "follow the guidance"if they organize their CV in the standard or expected format, then we can ensure they get full "credit" for their accomplishments. Also saves us a lot of time hunting for things!"




What about more specific detail for my series and rank?


Academic Affairs Team




Christine Glastonbury, MBBS
Associate Professor of Medicine & Pediatrics




Amy Pradhan, MD, MPH
Associate Professor of Medicine & Pediatrics




Josephyn Pulido
Associate Professor of Medicine & Pediatrics



Lena Kwak
Associate Professor of Medicine & Pediatrics



Ms. Lourdes Polid
Associate Professor of Medicine & Pediatrics



Dannie Jang
Medical Privileges & Compliance

