

ADVANCEMENT PACKETS 2025


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ADVANCEMENT PACKETS 2025

- Advancement cycle
- Your packet
- Summary statement
- Packet checklist
- Questions

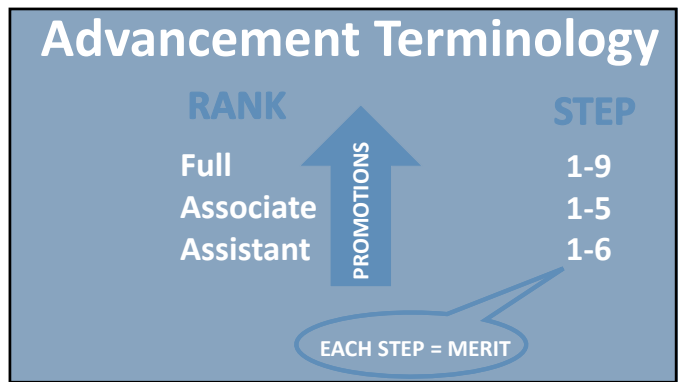


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Advancement Terminology

SERIES	RANK	STEP
Adjunct	Full	1-9
HS Clinical	Associate	1-5
Clinical X	Assistant	1-6
In residence		
Ladder-rank		

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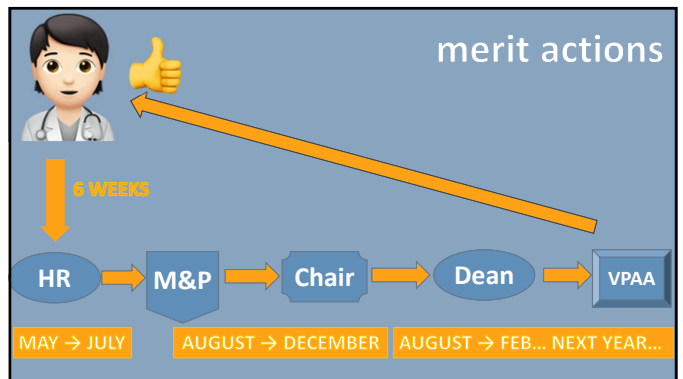
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MERITS & PROMOTIONS

MERIT = Move to next step *within* rank
PROMOTION = Move to next rank [associate, full...]
APPRAISAL of achievement & promise = are you ready to move to associate?
ACCELERATION = Move to next step, one [A1] or two [A2] years *earlier*
DECELERATION = Delay submission, or don't meet advancement criteria [incl medical]

Advancement Terminology

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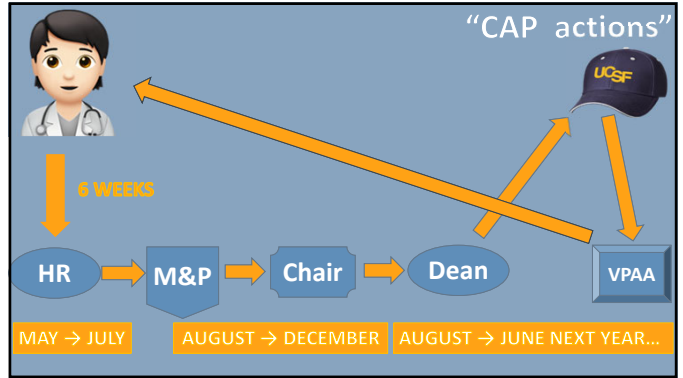
Committee of Academic Personnel
"CAP actions"



ALL

- *promotions
- *Appraisals
- *Full Prof > step 9
- *A2 or consecutive accelerations
- *Δ in series
- *Career or 5yr review

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YOUR PACKET

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

"Copy from My CV into this packet"

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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

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2. Summary of accomplishments

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

Context
Relevance
Significance

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3. Teaching Evaluations


Formal evaluations

5 reference letters

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YOUR CAP PACKET

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



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4. Letters of evaluation /reference

- 3 intra & 3 extramural
- Discuss with mentors / chief
- Profes at or above rank.
- Ask them & *help* them.
- Submit info to Advance

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1. YOUR CV

Advance.ucsf.edu

UCSF AA WEBSITE:



Faculty Academic Advancement

The Faculty Handbook for Success, Advancement, and Promotion at UCSF was developed and designed by the UCSF Academic Senate. It provides essential information about faculty appointments, advancement and promotion, as well as information about faculty life and career resources. You can also get information on appointment tracks, series description, and years to advancement.

[The Faculty Handbook for Success, Advancement and Promotion](#)



Faculty Development

- Appointments and Advancements (pdf)
- UCSF Criteria for Advancement (pdf)
- UCSF Criteria for Accelerated Advancements (pdf)
- F2023 Faculty Development Plan
- Faculty Review Process: Appointment, Promotion, Tenure (pdf, 6/2019)

Preparing your Advancement Packet

- Appointment Packet Requirements 2022 (pdf), NHRP
- Jobbing your CV (pdf), AEMH
- UCSF Personal Statements & CV Guidelines (pdf)
- Packet Preparation Handbook 2022 (pdf)
- Advancement Packet Preparation by Discipline
- Departmental RFP Criteria - Internal Access Only
- UCSF CV Templates and Guidelines (pdf)
- Contributions to Science, Equity and Inclusion ... Guidelines for Statements (pdf)
- UCSF 000 Guidelines of CV Statements
- Advancement System Guidelines

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CV UPDATE CHECKLIST

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



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CV UPDATE CHECKLIST


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



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CV UPDATE CHECKLIST


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



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CV UPDATE CHECKLIST

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



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Narratives.. Summary paragraphs

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

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Narratives.. Summary paragraphs

1. Clinical Activities

<p>What do you do every day. 4 days/week reading room, 12 mths of year. TB / conference. Manage lab. RIG Leader / admin. QI.</p> <p>Think of as Professional Activities</p>	<p><i>"Since my last submission..."</i></p> <p><i>"I continue to..."</i></p>
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Narratives.. Summary paragraphs

2. Service Activities

<p>Member, Chair, Vice Chair of committee, working group or taskforce. Department, section, hospital, SOM, UCSF Health, UC-wide, national/int'l societies</p>	<p><i>"Since my last submission ..."</i></p> <p><i>"I continue to..."</i></p>
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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

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Narratives.. Summary paragraphs

4 Teaching

<p>Formal: Medical student classes, MSMBI, resident and fellows, ETC</p> <p>Informal: In the lab, reading room, procedure suite etc</p>	<p><i>"Since my last academic action..."</i></p> <p><i>"I continue to..."</i></p>
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Narratives.. Summary paragraphs

5₁ Mentoring

<p>Predoctoral, postdoctoral, faculty etc Research, career, project mentoring [or all] <i>Articulate the successes of your mentees</i></p>	<p><i>"Since my last submission ..."</i></p> <p><i>"I continue to..."</i></p>
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Narratives.. Summary paragraphs

6. Research & Creative Activities

<p>VARIES BY SERIES..... Fully explain your contributions and expertise. <i>Highlight any unique & creative contributions. Explain the significance.</i></p>	<p><i>"Since my last submission ..."</i></p> <p><i>"I continue to..."</i></p>
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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.

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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.

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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.**

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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

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COMMON CV ERRORS


- Out of date
- Out of order
- Out of place



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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!"



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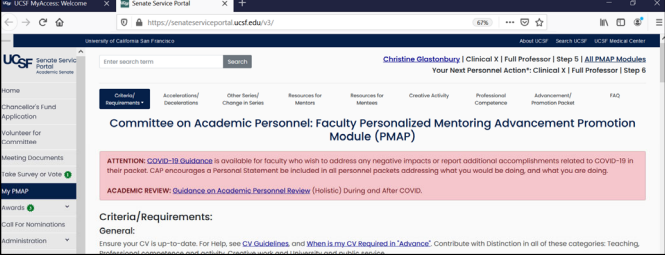
?Where can I get more Advance / CV help?

facultyacademicaffairs.ucsf.edu



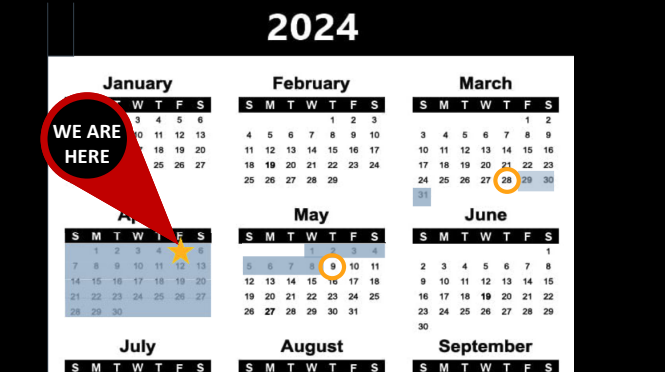
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?What about more specific detail for my series and rank?




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2024



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QUESTIONS?




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Jocelyn Pulido
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Ma. Lourdes Paed
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