

# **UCLA**

THE DAVID GEFKEN SCHOOL OF MEDICINE  
DEPARTMENT OF PSYCHIATRY & BIOBEHAVIORAL SCIENCES

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## GUIDELINES FOR MAINTAINING A VOLUNTARY CLINICAL FACULTY APPOINTMENT

(Effective 7/1/21 with 3 year transition period, fully effective 7/1/24)

### DEFINITION

1. Appointees in the Voluntary Clinical Professor series are community volunteer clinicians who teach the application of clinical and basic sciences in areas of patient care. These appointments constitute a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried voluntary basis.
2. For an individual who is employed by the University as a staff physician or clinician or who holds a clinical appointment paid by an affiliated site, a concurrent without salary appointment should be made in the Health Sciences Clinical Professor series (see APM - 278) not in the Voluntary Clinical Professor series.
3. Voluntary Clinical Faculty may hold a voluntary academic appointment in another clinical department within the UCLA School of Medicine. Teaching and/or supervision performed in the other department however may not count toward the annual teaching requirement for the Department of Psychiatry and Biobehavioral Sciences.

### APPOINTMENTS

1. An appointee must hold a terminal degree and be a licensed practitioner within their discipline. See Appendix A for a list of qualifying degrees.
2. With the possible exception of experienced faculty who may have held academic appointments in other universities, all new appointments to the Voluntary Clinical Faculty will be at the rank of Clinical Instructor-Voluntary.
3. Appointments and Advancements at the rank of Assistant Professor and lower are approved at the Departmental level. All other appointments must be approved by the David Geffen School of Medicine Volunteer Clinical Appointments and Promotions Committee (VolCAP) and the Faculty Executive Committee (FEC).
4. The maximum period for initial and subsequent appointments to the Voluntary Clinical Faculty is three years.
5. All appointments will have an end date of June 30<sup>th</sup>.
6. It is within the University's sole discretion not to reappoint an individual in this series.

7. Each appointee must have an active mednet account, which will be used for all communications and keep the Academic Personnel Office abreast of any changes in contact information.

### TEACHING INVOLVEMENT

1. Teaching activities are measured in units called credits. The activity period for teaching is July 1 through June 30. Appendix B contains a list of activities and their respective credits.
2. The minimum number of credits required per fiscal year is 40.
3. It is the Voluntary Clinical Faculty member's responsibility to make sure that they have sufficient teaching assignments on a yearly basis to meet the minimum credit requirement. Each Voluntary Clinical Faculty member will be assigned to a Clinical Teaching Supervisor (CTS) who is responsible for verifying that the assignments have been fulfilled.
4. It is the responsibility of each Voluntary Clinical Faculty member to submit their activity reports to the Academic Personnel Office (APO) by May 31 that include projected hours through June 30, via a standardized teaching activity form supplied by the Academic Personnel Office (APO). The APO will verify the teaching activity with the appropriate CTS by September 30 of each year.
5. A Leave of Absence may be requested for a specific time interval for health, educational, or personal reasons (if justifiable). A written request for a Leave of Absence must be sent to the CTS, who will review the request and forward it to the Voluntary Clinical Faculty Appointments and Advancements Committee (VCFAAAC), with a recommendation for approval or disapproval. Appointees will be notified in writing of approval or disapproval of the Leave request. Extensions for approved leaves will be considered on a case-by-case basis.

### PROMOTIONS

1. It is the responsibility of each Voluntary Clinical Faculty member to request review for advancement from the CTS when the faculty member believes that the criteria for advancement have been met. As appropriate, the CTS will initiate consideration for advancement by writing a letter of recommendation addressed to the Executive Chair of the Department of Psychiatry and Biobehavioral Sciences and submitted to the UCLA Psychiatry Academic Personnel Office, Attention: Voluntary Clinical Faculty Coordinator.

### PROMOTION TO ASSISTANT CLINICAL PROFESSOR (VOLUNTARY)

For promotion to Assistant Clinical Professor (Voluntary), the following are required:

1. Two years of service with a requirement of **40 credits per year** as evidenced by annual teaching activity reports; and
2. Teaching evaluations documenting good to excellent teaching.

## PROMOTION TO ASSOCIATE CLINICAL PROFESSOR (VOLUNTARY)

For promotion to Associate Clinical Professor (Voluntary), the following are required:

1. Eight years of service at the Assistant Professor rank with a minimum of **40 credits per year** as evidenced by annual teaching activity reports.
2. Annual teaching evaluations documenting good to excellent teaching, including student and peer evaluations.
3. Compliance with School of Medicine regulations governing documented evidence of:
  - a. Participation in the teaching program beyond the usual call of duty, and outstanding teaching ability as documented by evaluations from students, house officers, and/or other graduate trainees, and faculty colleagues;
  - b. One or more of the following:
    - 1) **Outstanding leadership** in supporting the teaching, patient care and/or research activities of UCLA and/or a UCLA affiliated or associated teaching institution. Examples of leadership include but are not limited to active participation in the governance of the institution (e.g., committee activity) and establishment and/or directorship of special patient care, teaching or research programs as documented by letters from professional colleagues attesting to the candidate's real leadership.
    - 2) **Favorable local and/or regional recognition as a result of professional endeavors.** This recognition should be acknowledged by letters from several professional colleagues describing the candidate's leadership in a professional field (including elected office), receipt of awards, or other recognition.
    - 3) **Significant productivity in research.** Research productivity criteria for Clinical Voluntary Faculty are less stringent with respect to originality and independence than for full-time faculty.

## PROMOTION TO CLINICAL PROFESSOR (VOLUNTARY)

For promotion to Clinical Professor (Voluntary), the following are required:

1. Six years of service as Associate Professor Rank with a minimum of **40 credits per year** as evidenced by annual teaching activity reports.
2. Annual teaching evaluations documenting good to excellent teaching, including student and peer evaluations.
3. Compliance with School of Medicine regulations governing documented evidence of:
  - a. Participation in the teaching program beyond the call of duty and outstanding teaching ability which means to a greater degree and for a longer time than required for promotion/appointment to the rank of Associate Clinical Professor (Voluntary). Participation



must be documented by evaluations from students, house officers, and/or other post-graduate trainees, and other faculty colleagues.

b. One or more of the following:

- 1) **Outstanding leadership** in support of the teaching, patient care and/or research activities of UCLA and/or a UCLA affiliated or associated teaching institution. Examples of leadership are described above under criteria for advancement to the Associate Clinical Professor (Voluntary) rank.
- 2) **Favorable national and/or international recognition as a result of professional endeavors.** This should be documented by both intra- and extramural letters from professional colleagues attesting to the candidate's nationally recognized leadership in a professional field, by election to office in a national or international society.
- 3) **Significant productivity in research** to a greater degree and for a longer time than required for promotion/appointment to the rank of Associate Clinical Professor (Voluntary).

### INACTIVE and HONORARY STATUS

#### INACTIVE STATUS

Inactive status may be accorded to a voluntary clinical faculty member who has:

1. Attained the age of 60, provided 20 years of active service, or developed a disability preventing further service; **and**
2. Met requirements for participation in the teaching program at UCLA and/or an affiliated institution.

The Executive Chair may recommend inactive status on the advice of the VCFAAAC. Recommendations are reviewed and subject to the final approval of the School of Medicine's VolCAP and FEC.

#### HONORARY STATUS

Honorary status may be accorded to a Voluntary Clinical Faculty member who has fulfilled the criteria for inactive status, and is deemed "meritorious" as a result of:

1. Participation in the teaching program at UCLA and/or affiliated institution beyond the usual and expected; **and**
2. Significant and unusual leadership in support of UCLA and/or affiliated institutions; and /or attained leadership status at regional and/or national levels; and/or exhibited productivity in research.

The Executive Chair may recommend honorary status on the advice of the VCFAAAC. Recommendations are reviewed and subject to the final approval of the School of Medicine's VolCAP and FEC.

Individuals with inactive or honorary status may have their Medical School appointment continued. They shall not be required to participate in the teaching program. However, Voluntary Clinical Faculty with honorary status, in particular, should be available to serve on committees, to deliver special lectures, to participating in post-graduate teaching activities, and to participate in other specialized activities when invited to do so.

#### NON-RENEWAL OF APPOINTMENT

1. Non-renewal of appointment may occur for the following reasons:
  - a. Failure to obtain the minimum number of teaching credits during an appointment period
  - b. Failure to satisfy departmental expectations for teaching quality
  - c. Failure to hold appropriate licensure for the appointee's discipline at the time of reappointment
  - d. Other reasons including those listed below under Terminations
2. It is within the University's sole discretion not to reappoint an individual in this series.
3. The Executive Chair must approve exceptions to any of the above.

#### TERMINATIONS

1. Appointments to the Department of Psychiatry and Biobehavioral Sciences Voluntary Clinical Faculty may be terminated prior to the end date for the following reasons:
  - a. Resignation in writing.
  - b. Failure to comply with the Faculty Code of Conduct per APM – 015 (<https://medschool.ucla.edu/workfiles/Site-AcademicAffairs/Events/15.UC-Faculty-Code-Conduct-APM-015-APM-016-2017.pdf>). Any concerns regarding possible unethical conduct must be expeditiously reported to the Executive Chair. A recommendation shall be made by the Executive Chair to the Dean to provide 30-day notice per APM – 279-20 (<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html>).
  - c. Programmatic changes that result in a lack of need for the appointee's services. A recommendation shall be made by the Executive Chair to the Dean to provide 30-day notice per APM – 279-20.
  - d. Loss of licensure. A recommendation shall be made by the Executive Chair to the Dean to provide 30-day notice per APM – 279-20.
  - e. Failure to obtain the minimum number of teaching credits during an appointment period.
2. It is within the University's sole discretion to terminate an individual in this series. Terminations shall also apply to Inactive and Honorary members.
3. The Executive Chair must approve exceptions to any of the above.

Departmental Approval:

A handwritten signature in black ink, appearing to read 'AS Young', written in a cursive style.

Alexander S. Young, M.D., M.S.H.S.  
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