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I. POLICY
Clinical Professor, Volunteer Series (VCF) are community volunteer clinicians who teach the application of clinical and basic science 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, non-salaried, voluntary basis in the areas of teaching, patient care and clinical research.

VCF are appointed on a without salary basis and receive no University compensation.

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 (WOS) must be made in the Health Sciences Clinical Professor series, (See APM 278, UCD APM 278, and School of Medicine Guidelines for Health Sciences Clinical Professors, Without Salary).

II. GENERAL COMMENTS
Appointees in the Clinical Professor, Volunteer Series must contribute significantly to the programs of the School of Medicine and their appointments should reflect service to the University. These appointments are not to be used for political or honorary purposes. In like manner, reappointments and promotions should reflect continued University service. Appointees in this series must participate in teaching. In addition, appointees may also participate in research, committees, training, or faculty development activities.

An individual may be identified for consideration for appointment in this series through one of the following pathways:

- Department recruitment to fulfill their specific teaching and service needs;
- Vice Dean of Education and/or Office of Medical Education recruitment to fulfill multi-disciplinary teaching needs which are not department-based;
• The Dean, Assistant Dean for Diversity and Faculty Development, or other school leaders may identify suitable individuals through outreach efforts;
• An individual in the community may approach a department or the Dean’s office.

Applications identified through pathways (except the first bullet point) will be received and screened first in the Office of Medical Education (OME). Based on the information from the application, an individual may be assigned to multi-disciplinary non-department-based teaching programs in OME, or forwarded to departments or other units to determine if the applicant is a fit for other teaching programs.

Regardless of the entry pathway, a department affiliation must be identified for the applicant. For applicants and appointees who participate chiefly in department-based teaching, the department is responsible for compiling the VCF appointment, reappointment, and promotion recommendation, as well as assessing the activity of the appointee on an annual basis to ensure that quality and quantity meet the standards and criteria outlined herein. At the time of the initial appointment, the Department Chair must specify the needs of the department and how the appointee will be expected to meet those needs. Departments may choose to have all department faculty review the proposed appointment, or appoint a separate VCF review committee to make the recommendation to the Department Chair. The opinions of the faculty in the department (or division) regarding the proposed action should be reported in the dossier.

For applicants and appointees who participate chiefly in multi-disciplinary non-department-based teaching programs, the OME will be responsible for processing their VCF appointment, reappointment, and promotion recommendations, as well as assessing the activity of the appointee on an annual basis to ensure that quality and quantity meet the standards and criteria outlined herein. At the time of the initial appointment, the Vice Chair of Medical Education or his designee must specify the needs of the program and how the appointee will be expected to meet those needs. The faculty in the home department (or division) should be consulted regarding the proposed action and this should be reported in the dossier.

Joint appointments in the VCF series may be made with basic science departments and administered by the same guidelines that apply to clinical departments. Any advancement must be recommended by both departments at the same time. An individual may not hold a volunteer appointment at different ranks in different departments at the same time; the promotions must be coordinated.

Appointees in this series shall be bound by the same policies and procedures that govern professional conduct for those in the regular academic ranks.

III. TERMS OF SERVICE AND CONDITIONS OF EMPLOYMENT
Initial appointment at any rank is for three (3) years and must have an end date.

Subsequent reappointments are for a period of five (5) years and must have an end date.

The title Assistant Clinical Professor, Associate Clinical Professor and Clinical Professor, Volunteer Series will be used for those individuals who contribute 50 hours or more per year of documented teaching or other activities as defined in Part II (General Comments).

The title Clinical Instructor, Volunteer Series will be used for individuals who work 20-49 hours per year. Individuals at this level are never eligible for promotion unless their work hours are increased to 50 hours or more per year by agreement of the department and the individual.
IV. APPOINTMENT

A. CRITERIA:

1. Clinical Instructor, Volunteer Series (Title Code 2077)
   - Doctoral degree in one of the health sciences
   - Board eligible or certification in one of the medical specialties or equivalent postdoctoral training
   - Demonstrated excellence in teaching
   - Clinical competence determined by:
     - Primary verification of licenses;
     - Written peer recommendations from recent colleagues and/or supervisors;
     - National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
     - Evidence of current medical malpractice insurance;
     - Chronology of employment with no unexplained gaps since completion of residency;
     - List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
   - The ability to work cooperatively and collegially within a diverse environment;

2. Assistant Clinical Professor, Volunteer Series (Title Code 2057)
   - Doctoral degree in one of the health sciences
   - Board eligible or certification in one of the medical specialties or equivalent postdoctoral training
   - Demonstrated excellence in teaching
   - Clinical competence determined by:
     - Primary verification of licenses;
     - Written peer recommendations from recent colleagues and/or supervisors;
     - National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
     - Evidence of current medical malpractice insurance;
     - Chronology of employment with no unexplained gaps since completion of residency;
     - List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
   - The ability to work cooperatively and collegially within a diverse environment.

3. Associate Clinical Professor, Volunteer Series (Title Code 2037)
   - Meet the requirements for Assistant Clinical Professor, Volunteer Series
   - Board certification in one of the medical specialties or equivalent postdoctoral training.
   - A minimum of eight (8) years of professional experience
   - Demonstrated excellence in teaching
   - Clinical competence determined by:
Primary verification of licenses;
Written peer recommendations from recent professional colleagues and/or supervisors;
National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
Evidence of current medical malpractice insurance;
Chronology of employment with no unexplained gaps since completion of residency;
List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
The ability to work cooperatively and collegially within a diverse environment.

4. Clinical Professor, Volunteer Series (Title code 2017)
- Meet the requirements for Associate Clinical Professor, Volunteer Series
- Board certification in one of the medical specialties or equivalent postdoctoral training
- A minimum of 14 years of professional experience
- Demonstrated excellence in teaching
- Clinical competence determined by:
  - Primary verification of licenses;
  - Written peer recommendations from recent professional colleagues and/or supervisors;
  - National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
  - Evidence of current medical malpractice insurance;
  - Chronology of employment with no unexplained gaps since completion of residency;
  - List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
The ability to work cooperatively and collegially within a diverse environment.

Initial appointments are for a period of three years, irrespective of rank.

B. PROCEDURES:
The responsible unit (Department or OME) initiates requests for verification of clinical competence from the Medical Staff office, and collects and assembles the appropriate material below.

The following procedures are required to implement VCF appointments. The Associate Dean-Academic Personnel has been delegated authority for these appointments and the option to establish the effective date of the appointment. Proposed dates, for appointment retroactive more than 30 days, will not be approved.

Please follow the procedure below and provide the documents in the order listed:
• OME and/or the department faculty or faculty review committee review the candidate’s qualifications based on the criteria for appointment, and recommend appointment at the appropriate rank.
• OME administrator and/or the department chair review the faculty recommendation and make a decision whether to forward the appointment dossier to Academic Personnel for review and approval.
• The following material is to be included in the appointment dossier: (Submit one original set.)
  o Clinical Faculty, Volunteer Series Application Form to be completed in full by the candidate and the department)
  o Peer letters of support
  o Biography for Academic Personnel (Form U1501)
  o Bibliography or Curriculum Vitae
  o Professional Billing Group packet (if applicable)
  o Certificate of Appointment (with begin and end dates) for signature
  o Completed and signed employment forms, including:
    ▪ PeopleSoft Input Forms
    ▪ Personal Data Form (PDF)
    ▪ State Oath of Allegiance (for US citizens only)
    ▪ Patent Agreement
    ▪ BELI Form
    ▪ Demographic Data Transmittal
    ▪ Child Abuse Reporting Statement
    ▪ Elder/Dependent Adult Abuse Reporting Statement
    ▪ Federal and State Withholding Allowance Form (W4)

Academic Personnel
• Reviews the appointment proposal
• Associate Dean makes decision
• Notifies OME and/or the department of decision
• Returns signed Certificate of Appointment (with beginning and end-dates specified)
• Enters data into PeopleSoft

OME and/or the Department
• Notifies candidate in writing of appointment approval, including appointment date and end date, as well as expectations and requirements of the appointment, and attaches Certificate of Appointment;
• Provides Academic Personnel with a copy of the appointment letter;
• Verifies that appointment is correct in the Payroll System and notifies Academic Personnel of any necessary corrections.

Initial appointments are for a period of three years, regardless of rank.

V. REAPPOINTMENT

A. CRITERIA: APM 279 requires a minimal review prior to reappointment that includes evaluations of the following:
• Teaching or supervision of pre-and post-graduate students in the health sciences and/or development and preparation of teaching programs for undergraduate medical students
and/or postgraduate physicians and/or other trainees. Participation in research, committees, training, or faculty development activities should also be considered.

- Clinical expertise;
- Clinical competence, as determined by:
  - Primary verification of licenses;
  - Written peer recommendations from recent professional colleagues and/or supervisors;
  - National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
  - Evidence of current medical malpractice insurance;
  - Chronology of employment with no unexplained gaps since completion of residency;
  - List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
- Continued cooperative and collegial behavior;

Reappointments are for a period of five years.

B. PROCEDURES:
The following procedures are required to implement VCF reappointments. The Associate Dean-Academic Personnel has been delegated authority for VCF reappointments and the option to establish the effective date of the appointment.

Each year in March, Academic Personnel will send a Call to departments for their VCF appointees with end dates of June 30 for that same year. The Call will provide instructions and deadlines for review and reappointment.

The OME and/or Department faculty or faculty committee review the performance of the Clinical Faculty candidate based on the criteria for reappointment, and recommends reappointment.

Send the Reappointment dossier to Academic Personnel with the documents in the order listed:
- The Department Chair reviews the faculty recommendation and provides a department letter that includes the faculty vote and an evaluation of the stated criteria;
- Worksheets documenting activity since appointment or last reappointment
- Biography form
- Bibliography or Curriculum Vitae
- New Certificate of Appointment (with new end-date specified)

Academic Personnel
- Reviews the reappointment proposal
- Associate Dean makes decision
- Notifies OME and/or Department of decision
- Returns signed Certificate of Appointment
- Enters data into PeopleSoft

The Department
- Chairperson notifies candidate in writing of reappointment approval, including reappointment date and end date, as well as expectations and requirements of the reappointment, and attaches Certificate of Appointment;
• Sends copy of reappointment letter to Academic Personnel;
• Verifies that appointment is correct in the Payroll System and notifies Academic Personnel of any necessary corrections.

VI. PROMOTION

A. CRITERIA:
Appointees in the Clinical Faculty, Volunteer Series are eligible for promotion after three years for an initial appointment and one five-year reappointment, or after ten years including two five-year reappointments. Departments may recommend accelerated promotions sooner based on exceptional performance.

Criteria for promotion are as follows:
• Teaching or supervision of pre-and post-graduate students in the health sciences and/or development and preparation of teaching programs for undergraduate medical students and/or postgraduate physicians and/or other trainees. Participation in research, committees, training, or faculty development activities should also be considered.
• Clinical expertise;
• Clinical competence, as determined by:
  o Primary verification of licenses;
  o Written peer recommendations from recent professional colleagues and/or supervisors;
  o National Practitioner Data Bank (NPDB) report (may be self-query by applicant);
  o Evidence of current medical malpractice insurance;
  o Chronology of employment with no unexplained gaps since completion of residency;
  o List of malpractice claims and suits in which the applicant has been involved, with narrative description of the underlying allegations, facts and resolution of the complete case. (The Medical Staff office will process for UCD employees or verify good standing in other settings for non-UCD employees.);
• Continued cooperative and collegial behavior.

If an individual is eligible for promotion and reappointment concurrently, criteria for the promotion takes precedence and the letter of evaluation should indicate recommendation for promotion and for reappointment for a five-year period.

B. PROCEDURES:
The Associate Dean-Academic Personnel has been delegated authority for Clinical Faculty, Volunteer promotions.

Each year in March, Academic Personnel will send a Call to OME and/or departments for their Clinical Faculty, Volunteer Series for those VCF eligible for promotion (either eight years with an initial appointment or ten years of service after two five-year reappointments. The Call will provide instructions and deadlines for the promotion review.

When candidates are eligible for reappointment and promotion at the same time, both issues may be combined in the same dossier.
The OME and/or department faculty review the performance of the Clinical Faculty candidate based on the criteria for promotion, and recommends promotion. The proposed action is voted on by the department faculty.

Send the promotion dossier to Academic Personnel with the documents in the order listed:
- Promotion Proposal Form for Clinical Faculty, Volunteer Series;
- The Department Chair reviews the faculty recommendation and provides a department letter that includes evaluation of the stated criteria;
- Worksheets documenting activity since appointment or last reappointment
- Biography form
- Bibliography or Curriculum Vitae
- New Certificate of Appointment (with new begin and end dates)

Academic Personnel
- Reviews the promotion proposal
- Associate Dean makes decision
- Notifies OME and/or Department of decision
- Returns signed Certificate of Appointment
- Enters data into PeopleSoft

OME and/or the Department
- Notifies the candidate in writing of approved promotion, including reappointment date and end date, as well as expectations and requirements of the higher level, and attaches Certificate of Appointment (with end-date specified)
- Sends copy of promotion letter to Academic Personnel;
- Verifies that appointment and end-dates are correct in the Payroll System and notifies Academic Personnel of any necessary corrections.

VII. TERMINATION

A. EARLY TERMINATION
Volunteer status may be terminated prior to the ending date for cause (see APM 279-20) upon written recommendation of the Department Chair. In such a case, the Associate Dean-Academic Personnel will provide the individual with 30-days written notice with a statement of the reason for termination.

The individual may present a written complaint about the early termination within 30 days of the written notice of termination (See APM 140).

If the appeal is not upheld, the department MUST terminate the appointment electronically in PeopleSoft under Manager Self Service within seven (7) days of the decision. The Department Manager must approve the electronic termination within the same 48 hours in order to meet the 72-hour turn-around requirement.

B. NON-REAPPOINTMENT
An appointment in this series with a specified ending date expires by its own terms on that date if not renewed. If a department decides not to reappoint the individual, the department MUST
- Provide the incumbent with a written notice;
- Provide Academic Personnel with a copy of the written notice;
- Terminate the appointment electronically in PeopleSoft under Manager Self Service within 7 days of the notice.
- Department manager approve electronic termination within 48 hours of the termination entry in order to meet the 72-hour turn-around requirement.

C. OTHER REASONS FOR TERMINATION
If the appointment ends due to resignation, death, or some other unusual circumstance, the department **MUST** terminate the appointment electronically in PeopleSoft under Manager Self Service with 48 hours of receipt of notice; and the manager must approve the termination within the same 48 hours.