SCHOOL OF MEDICINE
UC Davis

Guidelines for
HEALTH SCIENCES CLINICAL PROFESSOR (Without Salary) SERIES
(HSCP WOS)
Addendum to APM 278

I. PURPOSE
A concurrent without salary appointment in the Health Sciences Clinical Professor series is required for those in the following categories:

(A.) an appointee who is employed by the University as an MSP staff physician or clinician in either the School of Medicine or the UCDMC Primary Care Network (PCN)

(B.) a health care professional who is employed by the University in a staff appointment but who will teach; or a health care professional in a non-faculty academic appointment who will provide patient care in the UC Davis Health System

(C.) an individual who holds a salaried clinical appointment paid by an institution with which the University has a formal affiliation agreement (i.e., Veteran’s Administration). This would also include those who wish to have a without salary faculty appointment in the School of Medicine while concurrently holding a paid VA appointment. Their School of Medicine appointment must be in a Health Sciences Clinical Professor Without Salary (HSCP WOS) title.

When an HSCP WOS employee’s appointment in either of the categories above ends, the without salary appointment in the Health Sciences Clinical Professor (WOS) series must also end at the same time. If a department wishes to maintain an appointment with this individual, the HSCP WOS appointment must still be ended, and the department must appoint the individual into a different title (most likely a Volunteer Clinical Faculty appointment if they meet the criteria). The department will follow the recruitment/appointment policy and process for the new series in order to complete the new appointment. Departments do not have the authority to appoint individuals in their department in any academic series without following the appropriate process and receiving the appropriate approvals through the School of Medicine Academic Personnel office.

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II. APPOINTMENT PROCESS

Appointees in the Health Sciences Clinical Professor (Without Salary) series will receive their appointment as follows: Given that the academic appointment is required for MSP physician or clinician appointees, there is no need to verify their medical credentials and teaching assignments for the academic appointment since verification of medical credentials will be completed with the staff physician appointment. The HSCP WOS appointment shall be approved along with their MSP appointment and given the same end date as the MSP contract. No search or waiver is required for the HSCP WOS academic appointment since a search is completed for the MSP appointment. Begin and end dates for HSCP WOS appointees must correspond to begin and end dates on the MSP appointment. If the MSP or concurrent staff appointment has an indefinite end date, a maximum term of five years applies for the HSCP WOS appointment.

(A.) A School of Medicine MSP physician or clinician hired through UCDHS HR will be appointed to the School of Medicine department responsible for the MSP appointment. For School of Medicine MSP physician or clinician appointments, UCDHS HR will input the MSP appointment in PeopleSoft (eHR). They will notify Academic Personnel of the transaction. Academic Personnel will notify the department. At that time, the department is required to immediately submit to Academic Personnel:

- an input document
- the Chair’s appointment letter
- the academic biography form or CV

Upon receipt of these documents, Academic Personnel will enter the without salary academic appointment in PeopleSoft (eHR). A PAN will go to the academic department notifying them that the academic appointment is active in their department.

Teaching activity must be documented annually by the department using the same criteria for Volunteer Clinical Faculty for those who are appointed in this category.

(B.) A UCDMC MSP physician or clinician appointee through the UCDHS Primary Care Network (PCN) will receive an academic HSCP WOS appointment at the Clinical Instructor rank in an appropriate School of
Massachusetts General Hospital

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Internal Medicine department based on their specialty in the PCN (the specialty is noted in the MSP contract). PCN administration will submit to Academic Personnel:

- a CV

For a PCN MSP physician or clinician appointment, UCDHS HR will input the MSP appointment in PeopleSoft (eHR). They will notify Academic Personnel of the transaction. At that time Academic Personnel will enter the without salary HSCP appointment in PeopleSoft (eHR). A PAN will go to the academic department notifying them that the academic appointment is active in their department. If Academic Personnel does not have a copy of the CV at the time they are notified of the appointment by HR, Academic Personnel will contact the PCN Administration to obtain a copy of the CV.

(C.) For an individual who is a health care professional employed in a UC staff appointment and who teaches, or for an individual who is a health care professional in a non-faculty academic appointment providing patient care in the Medical School, or for an individual who is a paid staff employee at an affiliated institution as described in I.(B.) and I.(C.) above, the academic department will submit to Academic Personnel:

- an input document
- requisite UC employment forms
- Department Chair’s letter requesting the appointment and outlining the duties of the appointment
- the academic biography form

Teaching activity must be documented annually by the department using the same criteria for Volunteer Clinical Faculty for those who are appointed in this category.

Most initial appointments in the HSCP WOS series will be at the Clinical Instructor rank, however; those indicating a willingness to teach more than 50 hours per year, may be appointed at the Assistant, Associate or full Professor rank in the HSCP WOS series as appropriate. **It is expected that the majority of individuals in this series will not proceed with promotions in this academic series.** For those interested in promotion, or for whom the department feels is appropriate
for consideration of promotion, the same guidelines used for promotion in the Clinical Professor, Volunteer Clinical Faculty Series (VCF) will be followed at intervals of a minimum of 10 years.

Title codes are as follows for the HSCP without salary appointments:

- Health Sciences Clinical Instructor 2070
- Health Sciences Assistant Clinical Professor 2050
- Health Sciences Associate Clinical Professor 2030
- Health Sciences Clinical Professor 2010

III. RENEWAL

(A.) For MSP physicians who have PCN appointments, the renewal of the HSCP WOS appointment will be completed in conjunction with the MSP PCN contract renewal without requiring documentation of teaching. The HSCP WOS appointment renewal shall be approved along with their MSP contract renewal and given the same end date as the MSP contract. The end date for the renewed HSCP WOS appointment must correspond to the end date on the renewed MSP contract. If the MSP appointment has an indefinite end date, a maximum term of five years applies for the HSCP WOS appointment. UCDHS Human Resources will notify Academic Personnel of the renewal of the MSP PCN appointment. Upon receipt of notification from Human Resources, Academic Personnel will update the HSCP WOS appointment with the new end date.

(B.) Renewal of the HSCP WOS appointment for those described in I.(B.) and I.(C.) above will require a minimal review prior to reappointment that includes evaluation of both teaching activity in the department as well as clinical competence since appointment or last reappointment. This evaluation should be clearly and specifically addressed in a renewal request letter from the department chair to the Associate Dean for Academic Personnel. This should follow the same guidelines used for reappointment for Volunteer Clinical Faculty.
IV. TERMINATION

(A.) **MSP Contract Termination**
If the MSP contract is terminated or not renewed, the HSCP WOS appointment **MUST** be terminated at the same time. If a department wishes a continued affiliation with the individual, a new appointment must be initiated by the department **SINCE THE HSCP WOS APPOINTMENT IS TO EXIST ONLY WITH A CONCURRENT MSP STAFF PHYSICIAN OR CLINICIAN APPOINTMENT.** The department would need to appoint the individual into a different title (most likely a Volunteer Clinical Faculty appointment). The department must follow the recruitment/appointment policy and process for the new series in order to complete the new appointment.

(B.) **Health Care Professional Or Affiliate Appointment Termination**
If the concurrent health care professional appointment or the affiliation appointment described in I.(B.) and I.(C.) above terminate, the HSCP WOS appointment will also end at the same time. If the department wishes to continue an affiliation with the individual, a new appointment must be initiated by the department. The department would need to appoint the individual into a different title (most likely a Volunteer Clinical Faculty appointment). The department must follow the recruitment/appointment policy and process for the new series in order to complete the new appointment.

(C.) **Early Termination**
HSCP WOS status may be terminated prior to the ending date upon written recommendation of the Department Chair for I.(B.) and I.(C.) above. In such a case, the Department Chair will provide the individual with 30-days written notice with a statement of the reason for termination. A copy of the written notice must be sent to Academic Personnel.

The individual may present a written grievance 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 (eHR) 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.

V. NON-RENEWAL
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**

(A.) Provide the incumbent with a 30-days written notice with a statement of reason for termination;

(B.) Provide Academic Personnel with a copy of the written notice;

(C.) Terminate the appointment electronically in PeopleSoft (eHR) under Manager Self Service within 7 days of the notice.

The Department manager must approve electronic termination within 48 hours of the termination entry in order to meet the 72-hour turn-around requirement.

**VI. 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 (eHR) under Manager Self Service within 48 hours of receipt of notice; and the manager must approve the termination within the same 48 hours.