GUIDELINES FOR MAINTAINING A VOLUNTARY CLINICAL FACULTY APPOINTMENT

1. Appointees in the Voluntary Clinical Faculty series are community volunteer clinicians who teach the application of clinical and basic sciences in areas of patient care.

2. An appointee must hold a doctoral level degree and have the appropriate license to practice in his or her field.

3. Voluntary Clinical Faculty status involves teaching on a non-salaried basis irrespective of whether income is received from the University or one of its affiliated programs.

4. 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 may count toward the annual teaching requirement for the Department of Psychiatry and Biobehavioral Sciences if those hours are verified in writing by the Department Chair, Division Chief or Program Director in the other department.

5. It is the responsibility of each Voluntary Clinical Faculty member to record his/her teaching involvement through teaching evaluations, which may be obtained from either the Office of Education or the Academic Personnel Office.

6. Each appointee should also maintain an active email account and keep the Academic Personnel Office abreast on any address changes.

7. Teaching activities are measured in units called credits. A minimum of 50 credits per year is required to maintain a Voluntary Clinical Faculty title. Please see list of activities that provide credits, below.

8. It is the Voluntary Clinical Faculty member’s responsibility to make sure that s/he has sufficient teaching assignments on a yearly basis to maintain an active appointment. Each Voluntary Clinical Faculty member will be assigned to a Clinical Teaching Supervisor (CTS) who will verify that the assignments have been fulfilled.

9. 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 level of Clinical Instructor-Voluntary. The appointment is considered provisional for the first two years, and can be extended indefinitely if the requirements continue to be met.

10. All appointments are reviewed on an annual basis. Failure to meet the 50-credit requirement will result in a report to the Voluntary Clinical Faculty Academic Appointments and Advancements Committee (VCFAAAC) recommending separation.

11. It is the responsibility of each Voluntary Clinical Faculty member to report his or her teaching activities to the CTS on an annual basis via a teaching activity form supplied by the CTS. If the report is not received, the CTS may recommend separation.
12. In the event that an assignment is unavailable for an active member of the Voluntary Clinical Faculty, a 12-month period for reassignment can be granted at the discretion of the CTS.

13. 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, c/o UCLA Psychiatry Academic Personnel Office, Room B7-405 NPI, 760 Westwood Plaza, Los Angeles, CA 90024-1759, Attention: Voluntary Clinical Faculty Coordinator.

14. 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 VCFAAAC, with a recommendation for approval or disapproval. The VCFAAAC will notify the Voluntary Clinical Faculty member in writing of their decision. Extensions for approved leaves will be considered on a case-by-case basis.

15. The VCFAAAC will make recommendations for separation or non-renewal of appointment of a clinical faculty member for the following reasons:
   a. Failure to achieve the minimal number of teaching credits during a year. This may occur because of faculty non-attendance or absenteeism, because of programmatic changes that discontinue and/or restructure a teaching program, or because of a change in emphasis of an on-going program.
   b. Failure to comply with the Faculty Code of Conduct (APM – 015).
   c. Failure to comply with the UCLA Policy on the Use of the University’s Name (UCLA Policy #110).

16. The Executive Chair or Vice Chair must approve exceptions to any of the above.

CREDITS MAY BE EARNED BY THE FOLLOWING ACTIVITIES:

<table>
<thead>
<tr>
<th>TEACHING ACTIVITIES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>Inpatient or Outpatient Rounds, Meeting or Supervision</td>
<td>1 per hour</td>
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<tr>
<td>Admission of Private Patients to NPH Inpatient Service</td>
<td>5 per admission</td>
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<tr>
<td>Adult or Child Outpatient Clinic (1/2 day each week for 3 months)</td>
<td>50 per 3 months</td>
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<tr>
<td>Consultation/Evaluation/Liaison Service Teaching</td>
<td>1 per hour</td>
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<tr>
<td>Doctoring I, II &amp; III</td>
<td>80 per year</td>
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<tr>
<td>Educational Psychotherapy Program</td>
<td>1 per hour</td>
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<tr>
<td>Mental Health Service for Physicians in Training</td>
<td>1 per hour</td>
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<tr>
<td>Psychiatry for Medical Student Teaching</td>
<td>1 per hour</td>
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Guest Lecturer and/or Speaker 4 per lecture
Special Assignment (must be approved in advance by CTS) 1 per hour
(May include Mock Boards, Retreats, Special Task Forces, Process Groups, etc.)

**ADMINISTRATIVE ACTIVITIES**

School/Department Committee Membership (yearly maximum of 20 hours, including Clinical Faculty Association) 1 per hour
University Committee Chair (yearly maximum of 40 hours) 2 per hour
Faculty Advisor/Mentor Program 1 per hour

**GUIDELINES FOR ADVANCEMENTS OR CHANGES IN STATUS:**

**ASSISTANT CLINICAL PROFESSOR (VOLUNTARY)**

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

1. Two years of service with a requirement of **60 credits per year**; and
2. Teaching evaluations documenting good to excellent teaching.

**ASSOCIATE CLINICAL PROFESSOR (VOLUNTARY)**

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

1. Eight years of service with not less than six years as Assistant Clinical Professor (Voluntary) with a minimum of **70 teaching credits per year** for **4 out of the 8 years**. Teaching evaluations documenting good to excellent teaching, including peer evaluation of teaching.
2. 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.

**CLINICAL PROFESSOR (VOLUNTARY)**

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

1. Six years of service as Associate Clinical Professor (Voluntary) with a minimum of **80 teaching credits per year** for **3 of the 6 years**. Teaching evaluations documenting good to excellent teaching, including peer evaluation of teaching.

2. 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.**

**INACTIVE AND HONORARY STATUS CATEGORIES**

1. **INACTIVE STATUS**

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

   a. Attained the age of 60, provided 20 years of active service, or developed a disability preventing further service; and
b. 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 Volunteer Clinical Promotions and Appointments Committee of the Faculty Executive Committee (VolCAP/FEC).

2. 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:

a. Participation in the teaching program at UCLA and/or affiliated institution beyond the usual and expected; and

b. 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 Volunteer Clinical Promotions and Appointments Committee of the Faculty Executive Committee (VolCAP/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.

Revised Oct 2007