

# **ADVANCEMENT PACKETS 2022**

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**Vice Chair of Academic Affairs**



# ADVANCEMENT PACKETS 2022



**THE  
CYCLE**



***YOUR*  
PACKET**



**PARAGRAPHS  
& PROBLEMS**



**CHECKLIST**



**QUESTIONS**

# RANK

# SERIES

# STEP

**Assistant**

**Associate**

**Full**

**Adjunct**

**HS Clinical**

**Clinical X**

**In residence**

**Ladder-rank**

**1-6**

**1-5**

**1-9**

# ACADEMIC ADVANCEMENT TERMS

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**MERIT** = Move to next step within same rank

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**PROMOTION** = Asst→Assoc, Assoc→Full, Full step 5→6, Full A/S

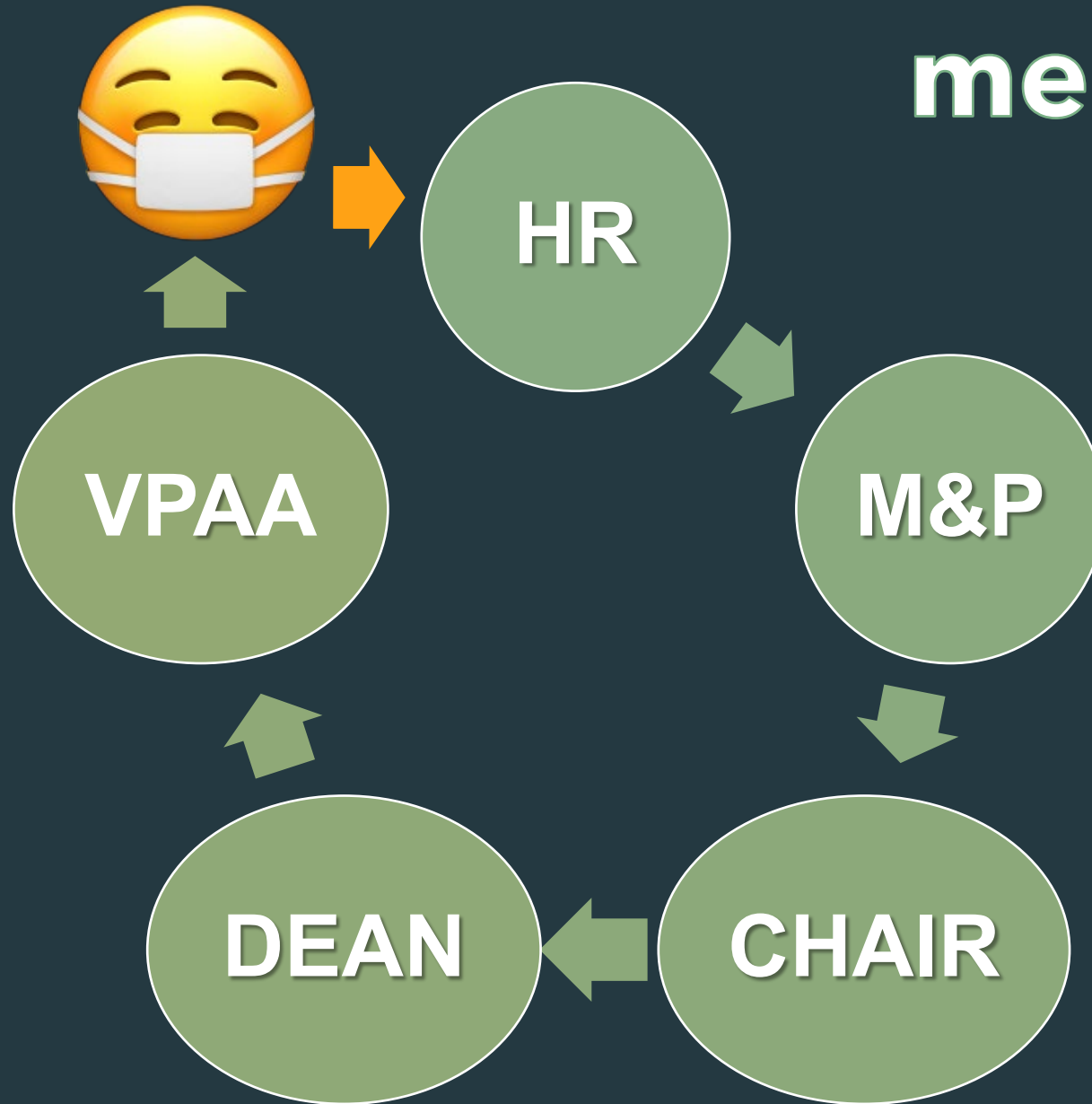
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**APPRAISAL** 'of achievement & promise' mid-Asst [~2y before Assoc]

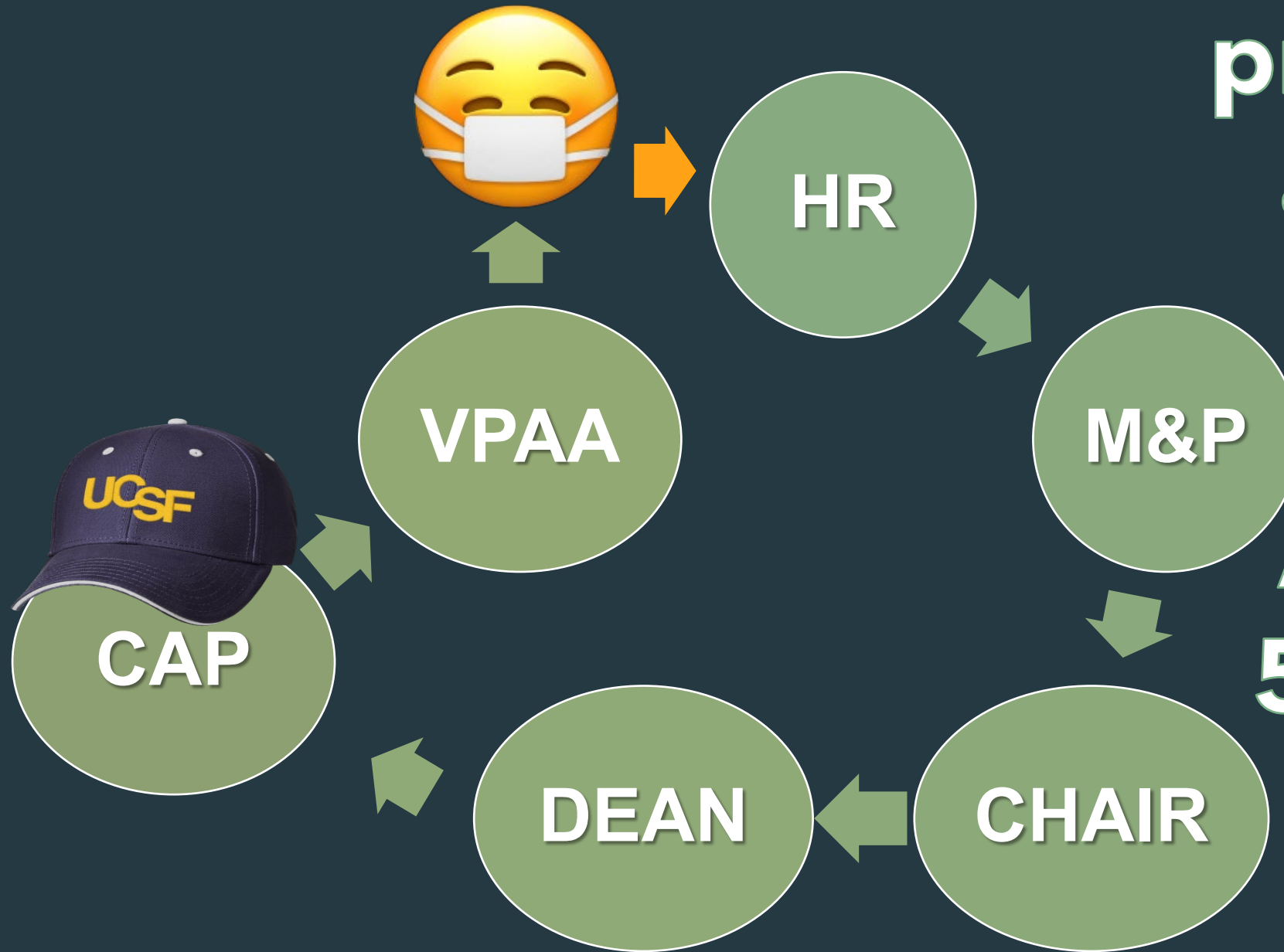
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**ACCELERATION** = Move to next step one [A1] or two [A2] years earlier than anticipated

# merit actions



# ADVANCEMENT CYCLE



**promotions**  
**appraisals**  
**A1-A2**  
**A/S**  
**Δ in series**  
**5yr review**

# ADVANCEMENT CYCLE

# YOUR PACKET

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

**"Copy from  
My CV into  
this packet"**



## 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  
\***



# 3. Formal Teaching Evaluations Expected



Formal evaluations of teaching (MedHub/E\*value).

They may be supplemented with 5 teaching assessments/ reference letters if you are not the faculty or instructor of record for a particular course.

# YOUR CAP PACKET

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



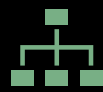
# 4. Letters of evaluation /reference



**3 intramural [UCSF any department] & 3 extramural writers**



**DISCUSS with mentors / chief**



**ALL academic & *at or above your proposed rank.***



**Ask them first & then help them out.**



**Submit into Advance packet: *Name, Title, Institution, E-mail address***

<https://facultyacademicaffairs.ucsf.edu/online-systems/Advance/CV-Guidelines.pdf>

# 1. YOUR CV

[Advance.ucsf.edu](https://advance.ucsf.edu)

The screenshot shows the website for the UCSF Department of Radiology & Biomedical Imaging, specifically the Academic Affairs section. The page is titled "Faculty Academic Advancement" and provides information about the Faculty Handbook for Success, Advancement, and Promotion. The page includes a navigation menu with options like "About", "Patient Care", "Research", "Education", "Academic Affairs", "Locations", and "News". A sidebar on the left lists various resources such as "Academic Affairs Team", "Faculty Thrive Guide", "Academic Recruitment", "Academic Advancement", "Development & Courses", "Faculty Mentoring", "Department Committees", and "Academic Affairs FAQs". The main content area features a prominent link to "The Faculty Handbook for Success, Advancement and Promotion" and two sections: "Faculty Development" and "Preparing your Advancement Packet".

UCSF Department of Radiology & Biomedical Imaging

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About Patient Care Research Education Academic Affairs Locations News

Home Academic Affairs Faculty Academic Advancement

## 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 campus 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 \(pdf\)](#)
- [FY21 Faculty Development Day](#)
- [Faculty Review Process: Appointment, Promotion, Tenure \(pdf\), \(video\)](#)

### Preparing your Advancement Packet

- [COVID Personal Statement & CV Guidance \(pdf\)](#)
- [Packet Preparation Handout 2021 \(pdf\)](#)
- [Advancement Packet Preparation by Christine Glastonbury, MD \(video\) - Internal access only](#)
- [UCSF CV Template and Guidelines \(pdf\)](#)
- [CV Tips: Do's and Don'ts \(pdf\)](#)
- [Contributions to Diversity, Equity and Inclusion – Guidelines for Statements \(pdf\)](#)
- [UCSF ODO Examples of DEI statements](#)
- [Advance System Guidelines](#)



UPDATING YOUR UCSF CV:  
PDF sent from Academic Affairs, and also posted on our site  
<https://radiology.ucsf.edu/academic-affairs>

# CV UPDATE CHECKLIST

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1. ADD any lectures, presentations etc since last submission

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2. ADD new committees; **END** completed ones – same for **GRANTS**



# CV UPDATE CHECKLIST

## 3. Update publications

- Bold **your name**
- Use "\*" if 2<sup>nd</sup> author & 1st mentored trainee
- Do not list "*in submission*" pubs...
- Check chronological order: oldest first



# CV UPDATE CHECKLIST

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4. Leadership & admin = **clinical activities**

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5. **Service** = committees/  
taskforce



# CV UPDATE CHECKLIST

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6. Check spelling, spell out all acronyms.

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7. Write **new** narratives. Takes time. [Make time].





# Narratives.. Summary paragraphs

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

# Narratives.. Summary paragraphs

## 1. Clinical Activities

**What do you do every day.**

*4 days/week reading room, 12  
mths of year*

TB / conference. Manage lab.

RIG Leader / admin.

Innovations. QI.

***“Since my last  
academic action...”***

***“I continue to...”***

# Narratives.. Summary paragraphs

## 2. Service Activities

**Member, Chair, Vice Chair of committee, working group or taskforce.**

Department, section, hospital, SOM, UCSF Health, UC-wide, national/int'l societies

***“Since my last academic action...”***

***“I continue to...”***

# 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**

# Narratives.. Summary paragraphs

## 4. Teaching

**Formal:** Medical student classes, MSMBI, resident and fellows, ETC

**Informal:** In the lab, reading room, procedure suite etc

***“Since my last academic action...”***

***“I continue to...”***

# Narratives.. Summary paragraphs

## 5. Mentoring

**Predoctoral, postdoctoral,  
faculty etc**

**Research, career, project  
mentoring [or all]**

*Articulate the successes of  
your mentees*

***“Since my last  
academic action...”***

***“I continue to...”***

# Narratives.. Summary paragraphs

## 6. Research & Creative Activities

***VARIES BY SERIES.....***

**Fully explain your contributions and expertise.**

*Highlight any unique & creative contributions.*

*Explain the significance.*

***“Since my last academic action...”***

***“I continue to...”***

## 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.



## 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.

## 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.**

## 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*



# COVID-19

**LIST *invited* talks, *accepted* papers for meetings that were canceled due to COVID-19, with note as such.**



# COVID-19

**ATTENTION:** A link to COVID-19 Guidance is available on the My Packet tab for faculty who wish to address any negative impacts or report additional accomplishments related to COVID-19 in their packet.

**Christine M Glastonbury** (UCSF ID: 021789656)

Christine M Glastonbury

Overview My CV **My Packet** Proxy For Review

Summary CV Referee List Attachments

Christine M Glastonbury *Merit*



[COVID-19 Personal Statement and CV Guidance](#)

# COMMON CV ERRORS

Out of date

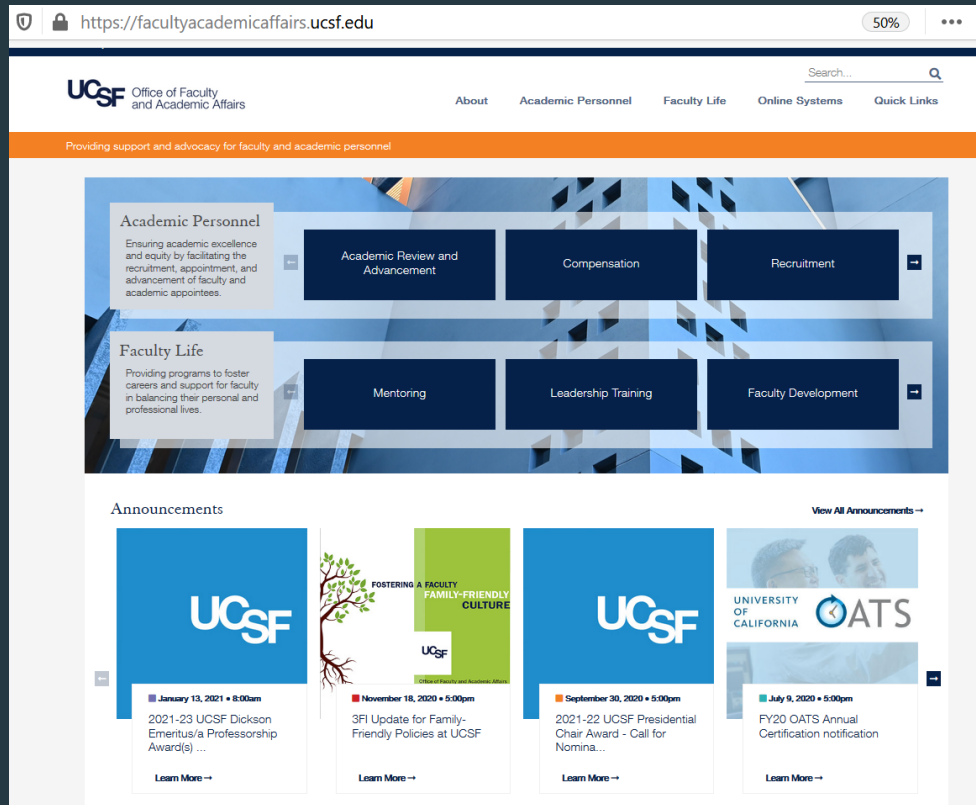
Out of order

Out of place



# ?Where can I get more Advance / CV help?

[facultyacademicaffairs.ucsf.edu](https://facultyacademicaffairs.ucsf.edu)



UCSF Office of Faculty and Academic Affairs

Providing support and advocacy for faculty and academic personnel

Academic Personnel

Ensuring academic excellence and equity by facilitating the recruitment, appointment, and advancement of faculty and academic appointees.

Academic Review and Advancement

Compensation

Recruitment

Faculty Life

Providing programs to foster careers and support for faculty in balancing their personal and professional lives.

Mentoring

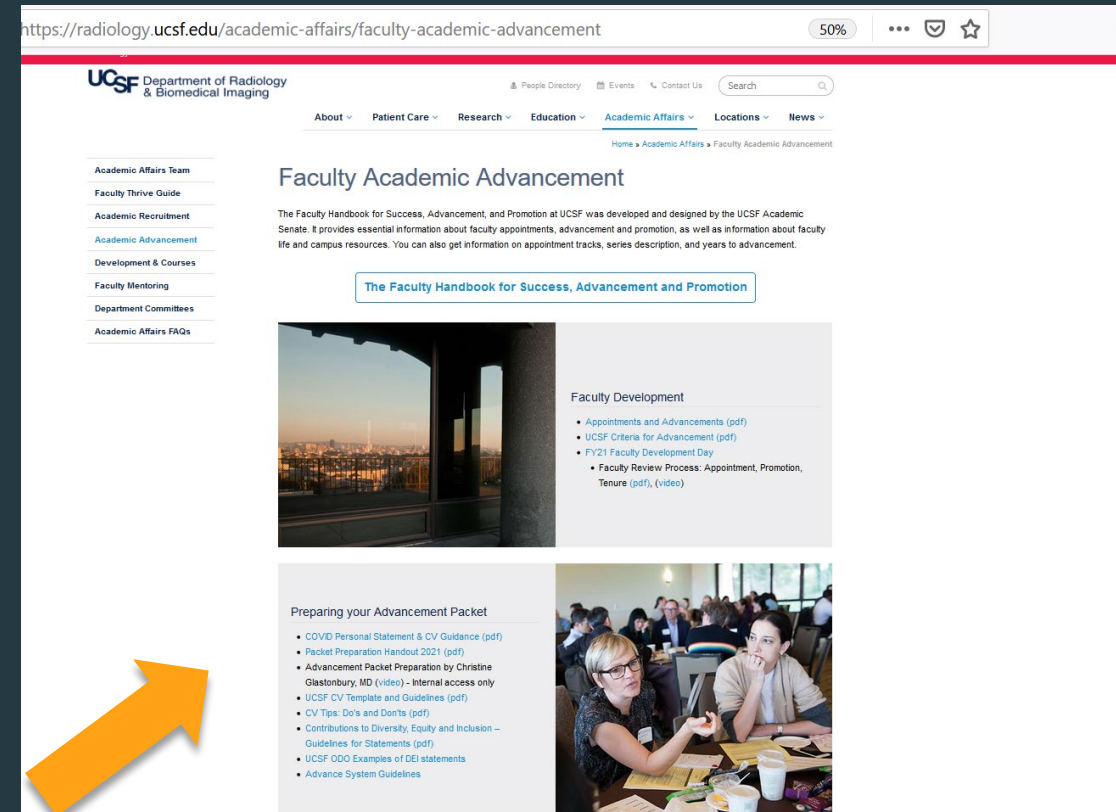
Leadership Training

Faculty Development

Announcements

View All Announcements →

- January 13, 2021 • 8:00am  
2021-23 UCSF Dickson Emeritus/a Professorship Award(s) ...  
Learn More →
- November 18, 2020 • 5:00pm  
3FI Update for Family-Friendly Policies at UCSF  
Learn More →
- September 30, 2020 • 5:00pm  
2021-22 UCSF Presidential Chair Award - Call for Nomina...  
Learn More →
- July 9, 2020 • 5:00pm  
FY20 OATS Annual Certification notification  
Learn More →



UCSF Department of Radiology & Biomedical Imaging

Faculty Academic Advancement

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- UCSF ODO Examples of DEI statements
- Advancement System Guidelines

[radiology.ucsf.edu/academic-affairs/faculty-academic-advancement](https://radiology.ucsf.edu/academic-affairs/faculty-academic-advancement)

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

The screenshot shows a web browser window with the URL <https://senateserviceportal.ucsf.edu/v3/pmap/ClinicalX-FullProfessor-1-9>. The page header includes the University of California San Francisco logo and navigation links for "About UCSF", "Search UCSF", and "UCSF Medical Center". The main content area is titled "Committee on Academic Personnel: Faculty Personalized Mentoring Advancement Promotion Module (PMAP)". A navigation menu includes "Criteria/Requirements" (selected), "Accelerations/Decelerations", "Other Series/Change in Series", "Resources for Mentors", "Resources for Mentees", "Creative Activity", "Professional Competence", "Advancement/Promotion Packet", and "FAQ". A prominent pink box contains an attention notice: "ATTENTION: COVID-19 Guidance is available for faculty who wish to address any negative impacts or report additional accomplishments related to COVID-19 in their packet. CAP encourages a Personal Statement be included in all personnel packets addressing what you would be doing, and what you are doing." Below this, the "Criteria/Requirements: General:" section states: "Ensure your CV is up-to-date. For Help, see [CV Guidelines](#), and [When is my CV Required in 'Advance'](#)". It lists categories: Teaching, Professional competence and activity, Creative work and University and public service. A bullet point specifies: "Predominant responsibilities are in Teaching, Clinical Service and engagement of Creative Work and Scholarly Activities."

UCSF MyAccess: Welcome

Criteria/Requirements

University of California San Francisco

About UCSF Search UCSF UCSF Medical Center

UCSF Senate Service Portal Academic Senate

Home

Chancellor's Fund Application

Volunteer for Committee

Meeting Documents

Take Survey or Vote

My PMAP

Awards 3

Administration

Reports

Account

Enter search term Search

[Christine Glastonbury](#) | Clinical X | Full Professor | Step 4 | [All PMAP Modules](#)

Your Next Personnel Action\*: Clinical X | Full Professor | Step 5

Criteria/Requirements

Accelerations/Decelerations

Other Series/Change in Series

Resources for Mentors

Resources for Mentees

Creative Activity

Professional Competence

Advancement/Promotion Packet

FAQ

**Committee on Academic Personnel: Faculty Personalized Mentoring Advancement Promotion Module (PMAP)**

**ATTENTION:** [COVID-19 Guidance](#) is available for faculty who wish to address any negative impacts or report additional accomplishments related to COVID-19 in their packet. CAP encourages a Personal Statement be included in all personnel packets addressing what you would be doing, and what you are doing.

**Criteria/Requirements:**

**General:**


Ensure your CV is up-to-date. For Help, see [CV Guidelines](#), and [When is my CV Required in "Advance"](#). Contribute with Distinction in all of these categories: Teaching, Professional competence and activity, Creative work and University and public service.

- Predominant responsibilities are in Teaching, Clinical Service and engagement of Creative Work and Scholarly Activities.



# Your Academic Affairs Team



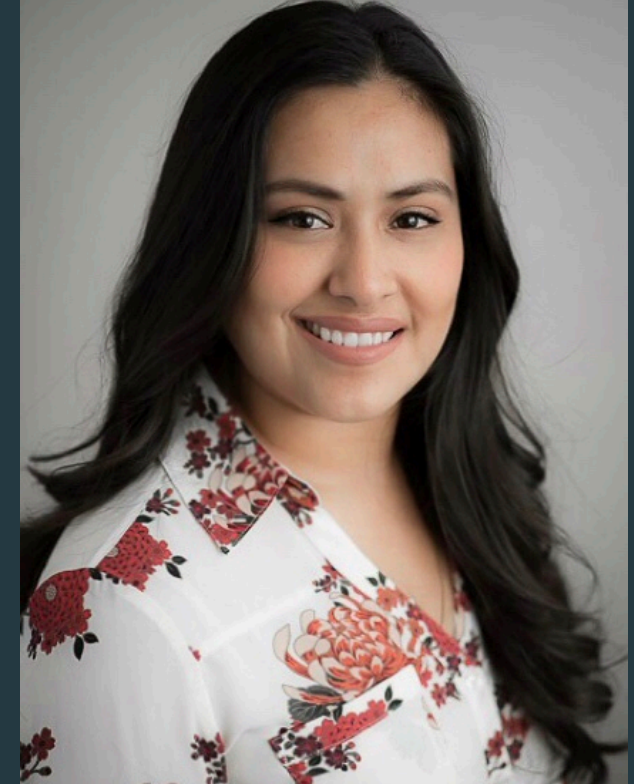
 **SUSAN  
WALL**



**AMY  
PRADHAN**



**LORNA  
KWOK**



**JOCELYN  
PULIDO**

**QUESTIONS?**

[Chistine.Glastonbury@ucsf.edu](mailto:Chistine.Glastonbury@ucsf.edu)

