UC San Diego Health

New Health Sciences Faculty Orientation September 14, 2017

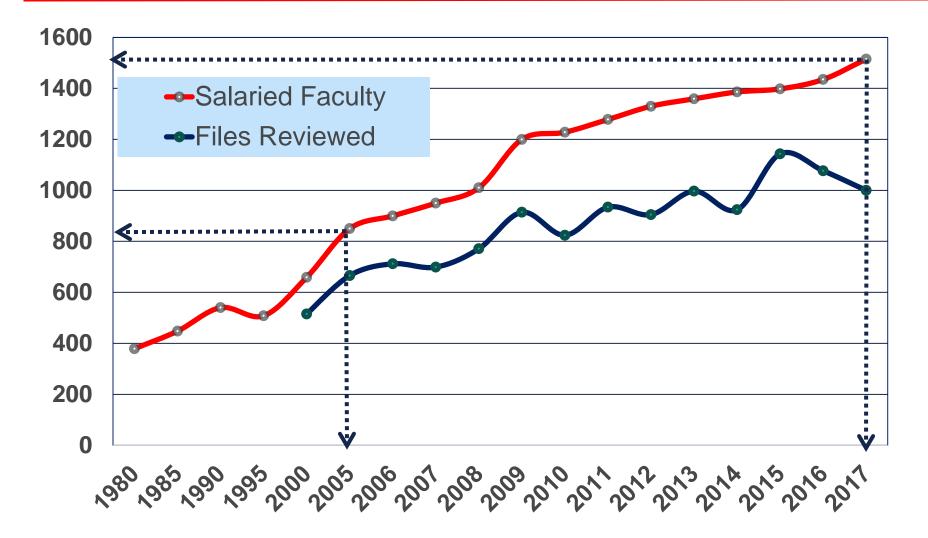
Vivian Reznik, MD, MPH Assistant Vice Chancellor for Health Sciences Faculty Affairs Professor of Pediatrics and Family Medicine and Public Health

Andrew Ries, MD, MPH Associate Vice Chancellor, HS Academic Affairs Professor of Medicine and Family Medicine and Public Health

Tia Thompson Health Human Resources

JoAnn Trejo, PhD, MBA Associate Dean for Health Sciences Faculty Affairs ¹ Professor of Pharmacology

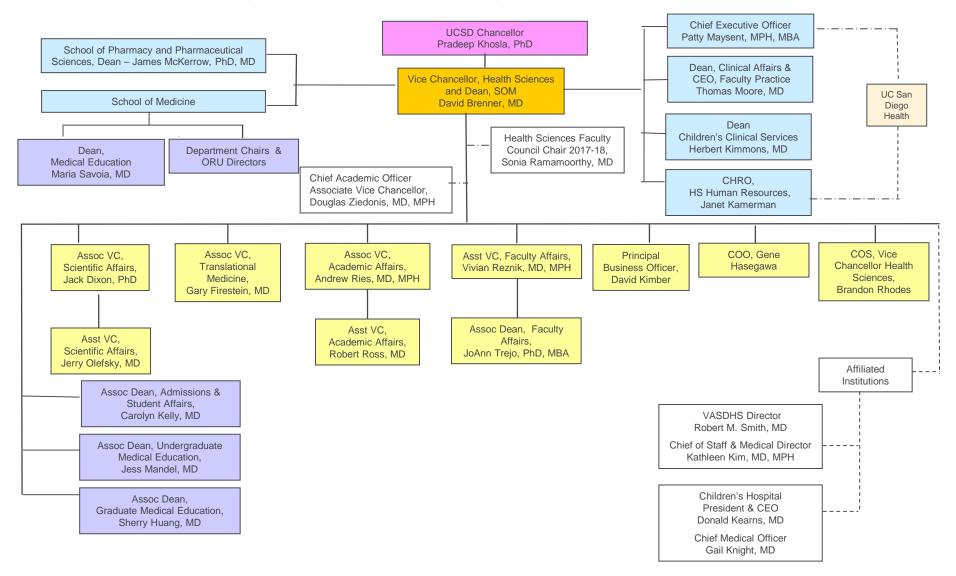
Growth of Health Sciences Faculty and Academic Files



Salaried faculty includes Ladder Rank, In Residence, Clinical X, HS Clinical & Adjunct

Files reviewed include Salaried Faculty, Research/Project Scientists, NS Adjunct, Visiting, Academic Coordinators & Specialists

UC San Diego Health Sciences Organization Chart (Abbreviated)



Health Human Resources

HHR works in partnership with your Department Business Office to manage:

- Benefits
- Classification of Job Descriptions
- Compensation
- Employee Relations
- Hiring Staff
- Layoffs
- Performance Management and Discipline
- Staff Timekeeping

Have Questions?	
Call Us : 619-543-3200	

Faculty Compensation UC Faculty Compensation 101

- Salary components: X, Y, Z
 - X: base salary, based on academic rank and step
 - Y: negotiated additional salary (annual)
 - Z: incentive compensation (e.g., clinical)
- Covered compensation: official UC salary covered under retirement plan (UCRP)
 - Based on APU (Academic Program Unit): Scales 0-9
 - X: APU Scale 0

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- X': additional UCRP salary (APU scale 1-3)
- Y': additional UCRP salary (APU scale 4-9)
- Covered Compensation = X + X' + Y'

Health Sciences Faculty Salary Scale

1.5% Range Adjusted, effective 07/01/2017

UCSD Scales							FY 17-18 S	CALE													
Health Science	es Fa	culty Sal	ary Scale	5																	
1.5% Range Adj	usted			ROUNDING	G UP																
Health Science	es Co	mpensat	ion Plan <mark>(</mark>	HSCP)																	
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UC Retirement Program (UCRP)* For UC Employees Hired Prior to July 1, 2016

- Generous benefit of UC employment
- Defined Benefit (vs Defined Contribution)
 - Member if > 50% for 12 consecutive mos (1,000 hrs)
 - Vested after 5 years service credit
 - Entitled to future retirement benefits
 - Retirement pay based on
 - 1. Age

(50 or after 1976/2013 Modified Tier)

(Age 55 if you are in 2013/2016 Tiers)

- 2. Years of service
- 3. Highest Average Covered Compensation (HAC)
- HAC: highest average 3 consecutive years of salary
- Age factor: 1.1% at 50, up to max of 2.5% at 60 (0.14% per year)
- Additional available contribution plans
 - 403(b) and 457(b)

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- Pre-tax voluntary contributions
- *NOTE: if you receive a VA salary component, you should contact your department business office (DBO) for information on your compensation, benefits, and retirement plan.

UC 2016 Retirement Program For UC Employees Hired On or After July 1, 2016

- Option 1:
 - Pension with California Public Employees' Pension Reform Act (PEPRA) cap
 - Applies to eligible pay up to \$117K
 - 401(k)- style supplemental benefit
 - Applies to eligible pay above \$117K up to \$265K
- Option 2:
 - New 401(k)-style stand-alone benefit
 - Applies to eligible pay up to \$265K

Academic Affairs Faculty Appointments

- UC system is complicated 11 different titles
 - 6 salaried faculty series ("Professor")
 - Ladder Rank
 - In Residence
 - Adjunct
 - Clinical "X"
 - Health Sciences (HS) Clinical
 - Professor of Practice
 - 2 academic (research) series
 - Research Scientist
 - Project Scientist
 - 3 voluntary/nonsalaried faculty titles
 - Adjunct
 - Voluntary Clinical
 - HS Clinical

Academic Affairs Academic Rank & Step

- Assistant Professor: 2 years
 - Steps 1-6
 - Promotion normally after 6 years (Step 4)
 - Maximum 8 years (probationary period)
- Associate Professor: 2 years
 - Steps 1-5
 - Promotion normally after 6 years (Step 3)
- Professor: 3-4 years
 - Steps 1-9
 - "Career" (promotion) review @ Step 6
- Professor Above Scale

Academic Affairs Steps & Promotion

ASSISTANT	Step 1	2	3	4	5	6										
ASSOCIATE					1	2	3	4	5							
PROFESSOR								1	2	3	4	5	6	7	8	Above Scale

Academic Affairs Academic Resource Center (ARC)

- Provides administrative support services for faculty, academics, scholars
 - Department liaisons for:
 - Recruitments
 - Appointments
 - Reviews
 - Personnel Administration
 - Compensation and Timekeeping

• Mission:

Provide expert, timely service and objective advice for faculty, academics, and scholars as they work to fulfill the UCSD mission of groundbreaking research, inspired teaching, and clinical service.

Components of a File

- UC Academic Biography & Bibliography (BioBib)
 - Biography
 - Bibliography
 - Candidate's Personal Statement
 - Teaching

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UCSD ACADEMIC BIOGRAPHY/BIBLIOGRAPHY FORM (April 2015)

Biography &
Bibliography
Form

Academic

Name: Last, First, Middle		
Department	Title(s)	

Section I: Employment History and Education

Previous Applicable Employment

Please provide a full account of your time from the date of your first academic (or otherwise relevant) employment to the present, including any periods when you were not employed. Indicate part-time appointments. Provide salary or approximate annual earnings in all cases. Please include all previous University of California employment. You may provide supplementary information if necessary.

Period of employment	Institution, firm or	Location	Rank, title, or position	Approximate annual		
From: To:	organization	Location	rearie, use, or position	salary		

Education

School, college, university, or hospital (internship, residency, or fellowship) Dates of attendance	Location	Major subject or field	Degrees or certificates	Date received
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Please indicate areas of sub-specialization or board certification, if any. Also include a list of special licenses or permits and the dates received.

Section II: Professional Data

Please list your activities in each of the following eight categories. Please provide dates of awards or service.

- (a) <u>University Service</u> (Include service at the departmental, college, Academic Senate, campuswide, and systemwide levels.)
- (b) <u>Memberships</u> (Include scholarly societies, professional boards, civic organizations, etc.)
- (c) Honors and Awards (Include the dates they were received.)

(d) Contracts and Grants (Provide the following information for current contracts and grants.)

Title Granting agency Amount of total award (include indirect costs) Time period of contract/grant	Role (e.g. PI, co-investigator, project leader, etc.) List co-PIs/corresponding share of total award (total must = 100%)
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Suggested Subsections and Examples of Subcategories for Bibliography

Section A: Primary Published or Creative Work	Section B Other Work	Section C: Work in Progress			
 Suggested Subsections: I. Original Peer-Reviewed Work or Listing Creative Endeavors II. Review and Invites Articles III. Books and Book Chapters IV. Refereed Conference Proceedings 	 Suggested Subsections: I. Other Conference Proceedings II. Abstracts III. Popular Works IV. Additional Products of Major Research 	Work in Progress			
 Examples of Common Subcategories: Research Articles Review Article Performance Digital media Compositions Refereed Journal Articles Exhibitions Videos 	 Examples of Common Subcategories: Encyclopedia Entry Book/Media Review Patent/Patent License Website Technical Report Book Review Software Presentations 	 Examples of Common Subcategories In Progress Abandoned No Longer in Progress 			

- Citations should be numbered and listed in chronological order
- Other subcategories may be used if appropriate for your discipline *This is not all inclusive*

UC SAN DIEGO SCHOOL OF MEDICINE TEACHING QUANTIFICATION FORM VERSION 3

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10 Credits/Week Describe Activity - Attach 2nd page if necessary Path., Rad., ED, Anesthesia Attending 1 Credits/Session Describe Activity - Attach 2nd page if necessary Operating Room Attending 15 Credits/Session Describe Activity - Attach 2nd page if necessary Clinic Attending 15 Credits/Session Describe Activity - Attach 2nd page if necessary Medical Student Ambulatory Precepting 2 Credits/Session Describe Activity - Attach 2nd page if necessary OSCE Participation 3 Credits/Session Describe Activity - Attach 2nd page if necessary 6. Academic Committees (credit granted at completion of project) Scentiss = # Hours Describe Activity - Attach 2nd page if necessary 16 Academic Committees (credit granted at completion of project) Scentiss = # Hours Describe Activity - Attach 2nd page if necessary 16 Minor Proposition Chair Scentiss = # Hours Describe Activity - Attach 2nd page if necessary					10. Other (any teachin	a activities not in	cluded in form-2 credits/hc
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Minor Proposition Committee Member 5 Credits/Student		Ph.D. Committee Member (Chair)	5 (40) Credits/Student				
Total Cradite		Minor Propostition Committee Member	5 Credits/Student				
			Total Condito				

Leaves & Family Accommodations

- Leaves
 - Childbearing (pregnancy)
 - 6 week minimum (not vacation)
 - Minimum pay at covered compensation (X + X' + Y')
 - Department specific (often more generous)
 - Parental Bonding Leave (need to care for a child)
 - Minimum of 12 weeks, 6 weeks paid at covered compensation (X + X' + Y')
 - Family Leave Without Pay
 - Need to care for a child or other family member
 - Up to one year without pay
 - May use vacation
 - Active Service Modified Duty (ASMD)
 - Prepare or care for child (newborn or adopted/foster < 5yrs)
 - Up to 1 quarter (2 for birth mother) not vacation
 - Minimum pay at "base" salary
 - Department specific

Leaves & Family Accommodations Academic Review

- Probationary Period
 - 1 year extension for substantial child care responsibility (2 max)
 - May request up to 6th year
 - Automatic unless opt out
- Defer Academic Review
 - 1 year defer for substantial child care responsibility (2 max)

UCSD Payroll/Personnel Academic Leave of Absence/Sabbatical Form

	oloyee I.D.	# Date	Prepared	Prepared By		Mail Code	Phone Number
ACADEMIC LEAVE OF ABSENCE/SABBATICAL							
UPAY 573-6 (R1/91)	0.0					T :41	
Name (Last, First, Middle Initial): Address While On Leave (To change w-2 or check address - use form UPAY 544		artment: ointment End	Data /If A			Title:	
Address while On Leave (To change w-2 of check address - use form OPAY 544	4). App	ointment End	i Date (II A	any).		Rank & Step	
SABBATICAL LEAVE*						Rank & Step	
Purpose:Indicate Specific Purpose & Location Of Leave -Attach Detailed Leave Plan	Dur	oose 🛛 04	05			09 10	11
	Pul	Pregnancy Disability	Extended Illness	06 07 Gov't Public Prof SVC Devel.	_	09 10 Workers' Furlough Comp (WOS) 99	Military
		Special Researc		FMLA FMLA Without Pay With Pay	99 Parentai	Other (Including Leave In Lieu of Sabbatical)	
Number Of Sabbatical Credits To Be Deferred:	Indi	ate Specific	Purpose O	of Leave And Loc	ation Whi	ile On Proposed L	.eave:
Compensation 01 Full Salary 03 In Residence-Full Salary 02 Partial Salary> %	-						
Other Sources Of UC And Non-UC Income While On Leave:	Cor	pensation			_		
		No Salar			Other		%
	Oth	er Sources O	f UC & Noi	n-UC Income Wh	nile On Le	ave (If None, Ple	ase So State):
**If Sabbatical In Residence, List Courses, Hours, And, If Applicable, Clinical Instruction: Course Number/QTR: Full Responsibility For Courses?			Manth	Data Maan			
Course Number/QTR: Full Responsibility For Courses? Hours Per Week/QTR		od of Leave Period of Lea			e Qtrs. Of	Leave	
Clinical Instruction/QTR:	Fay	From		bugh			Summer
Period of Leave - Month, Date, Year		FIOII	•	Jugn			
Pay Period Of Leave Service Qtrs. Of Leave	ls T	nis An Extens	ion Of A F	Previous Leave?			al Dates Of Leave
From Through Fall Winter Spring Summer	15 1	Ye:		No No		rom	Through
Disposition of Work	Dis	oosition of W	/ork		-	ŀ	
(Include Names/Titles Of Individuals Teaching Applicant's Classes):	lf Ye	es, List Cours	e Number	(s)			
	Nan	ne/Title Of Inc	dividual(s)	Covering Course	e(s)		
		-	-	nal Exam, If Appl			
Applicant A Principal Investigator? Yes No Substitute				igator? Yes			e
Sponsoring Agency Approved Substitue? Yes No				ed Substitue?			
Certification I hereby certify that I have read the Standing Order of the Regents and the Regulations of the President governing the		arks (IT Abse	ence inclu	des Vacation, Inc	licate Dat	es Here):	
award of sabbatical leaves and that I shall accept the requested leave if granted under the conditions set forth in these	ese						
regulations and shall continue my service at the University following said leave for a period at least equal to the perio the leave.	od of						
Employee Signature Date Dean/Director Date	For	APO Use On	ly			Number of	
	CEP	Approval (If Ne	cessary)			Service Days:	
Department Chair Date SVC Date	Pers	onnel		Date		Other	Date
RETN: Accounting: Syrs After Separation, Except in Cases of Disability, Retirement Or Disciplinary Action in which Cases Retain White	ite. Other Copie	s: 6yrs After Separa	ation			ļ	

HEALTH SCIENCES

FAMILY ACCOMMODATIONS REPORTING FORM

UCSD Family
Accommodations
Reporting Form

To: Executive Vice Chancellor, Academic Affairs, 0065	Date:	
Via: Dean's Office	Prepared By:	
Deans Initials	Extension:	
Academic Appointee Information:		
Name (Last, First, MI):	Department:	
Title (Rank & Step):	Appt. End Date (If Any):	
Leave/Extension Status:		
 Is this an extension of a previous leave required 		
 Was appointee previously granted a proba- 	ationary period extension?	
 If "Yes", was the extension based 	upon the same family event? Yes No	
 Was appointee previously granted a deferr 	ral of academic review as a Yes No	
family accommodation?		
 If "Yes", was the deferral based up 	pon the same family event? Yes No	
FML Status:		
 Is the appointee eligible for Family and Me 	edical Leave? Yes No	
 Has the appointee been notified of their FM 	ML status in writing? Yes No	
 Is the appointee's FML being tracked? 	Yes No	
Childbearing and Parental Bonding Leave		
Type of Leave		
o Childbearing Leave		
Childbearing Leave Dates: From	То	
Pay Period Leave Dates: From	To	
Service Quarter(s) of Leave Fall		r
• Parental Bonding Leave		
Parental Bonding Leave Dates: From	To	
Pay Period Leave Dates: From	To	
Service Quarter(s) of Leave Fall		r
Date of Event:		
	de explanation/justification below)	
 Explanation/Justification (ATTACH ADDITIONAL INFORMATION ON A 		
	A SEPARATE PAGE IF ADDITIONAL SPACED IS REQUIRED).	
 Extension of Drobationany Derived. Is the appointee in a title 	e subject to probationary period? Yes No	
 Extension of Probationary Period: Is the appointee in a title IF YES-Probationary period will be automatically ext 		
 Opt Out: I DO NOT wish to have my probationar 	ry period automatically extended Appointee Initials	
Deferral of Academic Review:	and the second sec	
 I wish to defer my academic review as a family ac 		
-(If Assistant Rank, deferral must be in coordination with Exte	tension of Probationary Perioa)	
Family Leave		
Leave Period:		
Leave Dates From	To	
 Pay Period Leave Dates: From 	To	
Service Quarter(s) of Leave Fall	Winter Spring Summe	r
 Reason for leave (ATTACH ADDITIONAL INFORMATION ON A SEPARATE PAGE IF ADDITION 	IONAL SPACED IS REQUIREDI.	

Outside Professional Activities

Conflict of Commitment: Faculty Time and Money

- Principle: all professional activity on behalf of the University (i.e., 100% time and effort)
 - Limited outside activity allowed, must be reported
- APM 671 Outside Professional Activities & Conflict of Commitment
 - Annual report of compensated outside professional activities for all faculty
 - Time commitment (not income)
 - NOTE: APM 025 for non HSCP faculty
 - Category I and II activities only
 - I: COC likely require prior approval (eg, paid positions)
 - II: COC unlikely allowed without approval (eg, expert testimony, boards, consulting)
 - III: integral to academic work not reported (eg, editor, conferences, honoraria, professional society)
 - 48 day limit for FY faculty (+ vacation)

HSCP Reporting Form

SALARY ADMINISTRATION

Conflict of Commitment and Outside Professional Activities of Health Sciences Compensation Plan Participants

ANNUAL HEALTH SCIENCES COMPENSATION PLAN REPORTING FORM FOR CATEGORY I & II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES

Fiscal Year Ending June 30,

In accordance with APM - 671, all Compensation Plan participants are required to complete this form not later than

Faculty Member Name (Print)	Academic Title	Department	

Category I or II	# of Days	Name of Outside Entity	Description of Services Provided	Role (e.g., consultant, speaker, employee, shareholder)	Compensation Dollars in Thousands Check left column if income earned did not exceed the threshold of \$ If income earned exceeded threshold, enter amount earned	
					in right	column.
					Income earned did not	Income earned exceeded
					exceed the threshold	threshold
						\$
						\$
						\$
						\$
						\$
						\$
Total # Days	5			Total income earned	\$	\$

I did not engage in Category I or II activities during the reporting period.				
Total income earned did not exceed the earnings threshold.				
I certify that I have complied with the provisions of the	University of California Health			
Sciences Compensation Plan, the School of Health Sciences Compensation				
Plan Implementation Procedures, and my departmental guidelines for the Plan regarding				
limitations on the retention of earnings, and time spent	in Outside Professional Activities.			
Faculty Member Signature	Date			

N.B.: Information disclosed herein is a public record under the California Public Records Act

The department chair's signature affirms the form was received and
reviewed. Corrective actions should be implemented for time reports (days)
that are above the annual limit and for unapproved Category I activities.

Department Chair Signature

Date

GENERAL UNIVERSITY POLICY REGARDING ACADEMIC APPOINTEES Conflict of Commitment and Outside Activities of Faculty Members

Prior Approval	PRIOR APPROVAL FORM FOR OUTSIDE ACTIVITIES (CATEGORY I)				
Form for Outside					
Form for Outside	Name: Faculty Title: Last First M.I. Academic- or Fiscal-Year Appointment:				
Activities (CAT 1)	Department:College/School:				
	For each Category I outside professional activity in which you wish to engage in outside professional activities, answer the following questions. Attach separate sheets, if necessary.				
	Type of activity in which you will be involved: Category I Activities Executive/managerial role: Salaried employee: Outside teaching or research activity: Other potential conflict of commitment:				
	General description of the business/agency/organization/group/individual:				
	Activities/products/services of entity described above:				
	Nature of your relationship to entity named above (check all that apply): Founder/co-founder: Owner: Consultant: Board member: Salaried employee: Stockholder/partnership interest:				
	Description of the nature of your participation in this activity, including, if you wish, possible beneficial outcomes to areas of research, industry, and public service:				
	Beginning/ending month/year you could be involved in this activity:				
	Fiscal year(s) for which seeking approval: (Approvals are generally for one fiscal year but may be granted for a longer term not to exceed five years. Compliance reports must be submitted annually.)				
	Estimated number of days= involvement during academic- or fiscal-year appointment:				
	Will you be requesting a full- or part-time leave without pay while engaged in this activity?				
23	Approval granted through fiscal year ending June 30,				
20	Request denied:				

Outside Professional Activities Conflict of Commitment: Faculty Time and Money

- Principle: member of HS Comp Plan, must be in good standing to engage in outside activity
- APM 670 Health Sciences Compensation Plan (HSCP)
 - Rules governing salary components, negotiation, good standing criteria, retention of outside income
 - May retain greater of 1) \$40,000 or 2) 40% of base (X: scale 0) salary
 - Any additional income must pass through HSCP
 - Department specific implementation and good-standing criteria
 - Transparency in finance and salary negotiation procedures
 - Good standing: adhere to Faculty Code of Conduct and other UC rules and regulations

The Office of Faculty Affairs

Facilitating Faculty Success through professional development activities, leadership training, and mentorship



Vivian Reznik, MD, MPH Assistant Vice Chancellor Health Sciences Faculty Affairs Professor of Pediatrics and Family Medicine & Public Health

JoAnn Trejo, PhD, MBA Associate Dean Health Sciences Faculty Affairs Professor of Pharmacology

Contact Us: <u>HSFacAffairs@ucsd.edu</u> | hsfacultyaffairs.ucsd.edu

Career Development | Health Sciences Office of Faculty Affairs

Professional Development Programs, AY 2017 - 2018

Date	Event Name
September 14, 2017	New Health Sciences Faculty Orientation
October 10, 2017	Getting Promoted for Health Sciences Mid-Career Faculty
October 19, 2017	Fidelity: Explore Your Retirement Benefits & Fidelity Options For new, existing, and exiting faculty
November 9, 2017	Women in Health Sciences (WIHS) Fall Reception Family-Flexible Policies to Enhance Academic Careers in Health Sciences
January TBA, 2018	Getting Promoted for Health Sciences Junior Faculty
February 22, 2018	Hiring Staff in Academic Medicine
March 21, 2018	UC Retirement Preparing for and actualizing your retirement
April TBA, 2018	UC San Diego Health Sciences Compensation: The ABCs of XYZ
Spring TBA, 2018	Research Space Allocation for Health Sciences Faculty
May 10, 2018	6th Annual Celebration of UC San Diego Health Sciences New Women Faculty

UC San Diego National Center of Leadership in Academic Medicine (NCLAM) Program

- An annual junior faculty leadership development program
- Seven month program begins late January through June 2018
 - 17 workshops every Friday morning from 8:30AM 12:00PM
 - Each participant is paired with a senior faculty mentor to work on a professional development project
- Call for applications opens on Monday, October 2nd and will close on Tuesday, October 31st at 5:00PM
- Announcements will be sent to eligible faculty via email

New Career Development Programs | Health Sciences Office of Faculty Affairs

Professional Development Programs, AY 2017 - 2018

Date	Event Name
September 1 – 29, 2017	Hispanic Center of Excellence (HCOE) URM Faculty Development Program Accepting Applications
October 6, 2017	Mentoring Up for NCLAM Alumni Junior Faculty
November 2 & 3, 2017	Health Sciences Faculty Mentor Training Program (FMTP)
Spring TBA, 2018	Grant Writing Course for Health Sciences Junior Faculty (GWC)
Spring TBA, 2018	Cultivating a Culture of Respect in the Academic Environment Workshop Collaboration with Physician Assessment and Clinical Education (PACE) Program

Important Health Sciences Contact Information

 Office of Academic Affairs t 619-543-2021
 <u>vhsasa@ucsd.edu</u> Office of Compliance t 858-657-7487
 <u>hscomply@ucsd.edu</u>

- Academic Resource Center
 - t 619-543-2222
 - arcrequest@ucsd.edu
 - arc.ucsd.edu

Office of Faculty Affairs

 t 619-543-3274
 <u>hsfacaffairs@ucsd.edu</u>
 hsfacultyaffairs.ucsd.edu

Questions?