SCHOOL OF MEDICINE
UC Davis

Guidelines for
CLINICAL PROFESSOR, VOLUNTEER SERIES
Addendum to APM 279 Revised 2026

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I. POLICY

Appointees in the Volunteer Clinical Professor series are clinicians in the community who teach the application of clinical and basic sciences 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, unsalaried, voluntary basis in the areas of teaching, patient care, and clinical research.

An individual who is employed by the University as a staff physician or clinician with teaching responsibilities may hold a concurrent appointment in the Volunteer Clinical Professor series.

Or an individual with teaching, scholarly or creative activity, and service responsibilities who holds a clinical appointment paid by a facility that has a formal affiliation with the University (UC-affiliated facility).

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 paths:

- 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 Associate Vice Chancellor; 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.

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. A department affiliation must be identified for each applicant.

For applicants and appointees who participate chiefly in department-based teaching, the department is responsible for compiling the VCP 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 VCP 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 VCP 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 their 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 VCP 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 a period of up to five (5) years and must have an end date. Subsequent reappointments are for a period of up to five (5) years and must have an end date. ***Regardless of start date, appointments will have a fiscal year end date of 6/30/XX.**

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.

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).

Terms of Service

1. **Initial appointment**
   The initial appointment of an individual to a title in this series shall have a specified end date and may be up to a maximum term of five years.

2. **Reappointment**
   Subsequent reappointments may be up to maximum terms of five years. There is no limit to the number of times reappointment may occur or on the number of years spent in each rank.

3. **Promotion**
   Candidates may be considered for promotion after ten years at the rank of Volunteer Assistant Clinical Professor and after ten years at the rank of Volunteer Associate Clinical Professor. Candidates with fewer than ten years of service may be considered for promotion on an exceptional basis, as determined by the campus.

Conditions of Appointment

1. **Transfer of Appointment**
   Transfer of a Volunteer Clinical Professor to another University title requires academic review. Appointment to another University title may be made after a competitive search, provided that the individual meets the appointment criteria associated with that title.

2. **Non-Reappointment**
   An appointment in this series with a specified end date expires by its own terms on that date and the University is not obligated to provide written notice. It is within the University's sole discretion not to reappoint an individual. APM - 137, Non-Senate Academic Appointees/Term Appointment, does not apply to appointees in this series.

3. **Termination Prior to End Date**
   An appointment may be terminated before the end date for cause, such as failure to serve the required minimum number of hours, or when, in the opinion of the Associate Vice Chancellor of Academic Personnel or designee, there is no longer a need for the appointee's services, or the conduct or performance of the appointee does not warrant continued appointment. The Associate Vice Chancellor of Academic Personnel or designee shall give the appointee 30 (thirty) consecutive days prior written notice with a statement of the reason for the termination.

   APM - 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time, and APM - 150, Non-Senate Academic Appointees/Corrective Action and Dismissal, do not apply to appointees in this series.

IV. APPOINTMENT

Appointees in this series are not eligible for Emeritus status.

Titles and ranks in this series are:
Volunteer Clinical Instructor (20-49 hours per year)
Volunteer Assistant Clinical Professor (50 or more hours per year)
Volunteer Associate Clinical Professor (50 or more hours per year)
Volunteer Clinical Professor (50 or more hours per year)

A. CRITERIA:

Minimum Standards for Initial Appointment and Promotion

Clinical competence and excellence in teaching as evidenced by teaching evaluations or peer review are the primary basis for initial appointment and promotion in the Volunteer Clinical Professor series.
*When appropriate, initial appointments may be made based on the promise of teaching excellence.

An appointee must have the appropriate license and/or credentials to practice in their field and must contribute to the clinical teaching program as defined by the campus guidelines. If the individual has participated in professional organizations, University and community service, and/or research, a description of these activities may be included in the appointee's personnel file as part of the review material.

Each school may establish other minimum standards (e.g. board certification, etc.). The Chancellor shall establish campus guidelines that specify the minimum number of required hours per year; the number of minimum hours may vary in different schools or departments.

The Chancellor, in consultation with the clinical schools and departments, shall establish written criteria for any additional evidence, if needed, beyond the requirements of verified clinical competence (**see Evaluating Clinical Competence below**) and teaching skills required to support a candidate for appointment and/or promotion.

Minimum Standards for Reappointment

After initial appointment, there shall be a review every five years of service prior to reappointment. This will include an evaluation of teaching and clinical expertise.

Evaluating Clinical Competence

Prior to appointment, reappointment, and/or promotion, each candidate's clinical competence shall be reviewed and approved by the Department Chair and/or the Associate Vice Chancellor of Academic Personnel, as appropriate to the School. Evidence of clinical competence may be demonstrated by the medical staff credentialing process or by way of an attestation form as indicated below:

1. Appointees who teach at a UC facility or a UC-affiliated facility and are credentialed through the medical staff office at the facility where teaching occurs shall be considered to have met the clinical competence requirement.

2. The attestation form in Appendix A must be submitted for all other appointees, including but not limited to:
    a. Appointees who teach at a UC facility or a UC-affiliated facility, but who are not credentialed through the medical staff office at the facility where teaching occurs; and
    b. Appointees who teach at facilities not formally affiliated with UC, including private practice offices; and
    c. Appointees who teach in a non-clinical setting.

Description of Job Titles

1. **Clinical Instructor, Volunteer Series (Title Code 2077)**
    - Advanced 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)**
    - Advanced 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 eligible or 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 eligible or 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.

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 VCP appointments. The Associate Vice Chancellor of 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.**

Department Procedures (pre-employment)

Please follow the procedure below and provide the documents 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 exemption in Recruit:
    - Clinical Faculty, Volunteer Series Application Form to be completed in full by the candidate and the department. Please be sure to circle current ABME status with applicable dates.
    - Department letter of support
    - Peer letters of support
    - Curriculum Vitae
    - Authorization to Release Information form, completed and signed by candidate
- Department or Division submit a completed background check form to SOMAPTeam@health.ucdavis.edu with cc to their AP non-faculty analyst. Email should include candidate's name, title, proposed start date, and email address, along with contact information for the department's employer representative for section 2 completion of the candidate's I-9. AP will create the Tracker profile and initiate the I-9.

Academic Personnel Review

- Academic Personnel reviews the appointment proposal in Recruit and will notify the department of any changes requested.
- After Academic Personnel approves the exemption, it will route to the Associate Vice Chancellor for approval.
- Academic Personnel submits the hiring survey to initiate the employment disclosure process (hiring survey includes the candidate's Authorization to Release Information form and CV).

Department Procedures (onboarding)

- Department monitors exemption approval in Recruit.
- Once exemption is approved in Recruit and **the employment disclosure clearance is received**, the Department or Division meets with the candidate to complete onboarding documents. **Onboarding may <u>not</u> commence until employment disclosure clearance is received.**

  Onboarding documents to include:
    - Personal Data Form
    - State Oath of Allegiance/Patent Acknowledgment (Oath signature - U.S. citizens only, Patent Acknowledgment – all applicants)
    - Child Abuse Notification Form
    - Elder/Dependent Adult Abuse Notification Form
    - Confidentiality Agreement (to remain on file with department, do not send to AP)
- Department submits an onboarding case in AggieService.
- Department sends the completed onboarding documents to their AP non-faculty analyst via email.

Academic Personnel Procedures (onboarding)

- AP submits the hire transaction in UCPath and updates AggieService onboarding case to Awaiting UCPath status.
- Once the hire transaction is approved, AP provides the department with the EID and closes the AggieService case.

- AP provides the department with the appointment letter signed by the Associate Vice Chancellor of Academic Personnel.

Department Procedures (finalizing appointment)

- Provides the appointment letter and library privileges document to the candidate.

V. REAPPOINTMENT

A. CRITERIA: APM 279 requires a minimal review prior to reappointment that includes evaluations of the following:

Prior to appointment, reappointment, and/or promotion, each candidate's clinical competence shall be reviewed and approved by the Department Chair and/or the Associate Vice Chancellor of Academic Personnel, as appropriate to the School. Evidence of clinical competence may be demonstrated by the medical staff credentialing process or by way of an attestation form as indicated below:

1. Appointees who teach at a UC facility or a UC-affiliated facility and are credentialed through the medical staff office at the facility where teaching occurs shall be considered to have met the clinical competence requirement.

2. The attestation form in Appendix A must be submitted for all other appointees, including but not limited to:
    a. Appointees who teach at a UC facility or a UC-affiliated facility, but who are not credentialed through the medical staff office at the facility where teaching occurs; and
    b. Appointees who teach at facilities not formally affiliated with UC, including private practice offices; and
    c. Appointees who teach in a non-clinical setting.

- 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 up to five years.

B. PROCEDURES:

The following procedures are required to implement VCP reappointments. The Associate Vice Chancellor of Academic Personnel has been delegated authority for VCP 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 VCP 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.

Submit the Reappointment in Recruit

- The Department Chair reviews the faculty recommendation; once approved,
- Department submits request via an exemption in Recruit, and includes the following documents:
    - Department letter requesting reappointment or department comments requesting reappointment
    - Teaching logs for each academic year of review or statement that teaching hours have been certified in the VCP Portal (logs not required)
    - Candidate's current Curriculum Vitae
    - Appendix A Attestation form, if applicable
- AP non-faculty analyst to review the reappointment request and forward to the Associate Vice Chancellor of Academic Personnel for approval.

Department Procedures

- Department monitors exemption approval in Recruit.
- Once exemption is approved, Department submits a job changes case in AggieService.
- Department should include the exemption EXR number in the case comments.

Academic Personnel Procedures

- AP submits the PayPath transaction for the reappointment in UCPath and updates AggieService job changes case to In Process status.
- Once the PayPath transaction is approved and the reappointment is live in UCPath, AP notifies the department and closes the AggieService case.
- AP provides the department with the reappointment letter signed by the Associate Vice Chancellor of Academic Personnel.

Department Procedures (finalizing reappointment)

- Provides the reappointment letter to the candidate.

VI. PROMOTION

A. CRITERIA:

Appointees in the Clinical Professor Volunteer Series are eligible for promotion 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:
    - 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.

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 Vice Chancellor of Academic Personnel has been delegated authority for Clinical Professor Volunteer promotions.

Each year in March, Academic Personnel will send a Call to OME and departments for their Clinical Professor Volunteer Series for those VCP eligible for promotion (either ten 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 Professor candidate based on the criteria for promotion and recommends promotion. The proposed action may be voted on by the department faculty.

Submit the Promotion in Recruit
- The Department Chair reviews the faculty recommendation; once approved,
- Department submits request via an exemption in Recruit, and includes the following documents:
    - Department letter requesting promotion with reappointment, if applicable. Department letter should include evaluation of the stated criteria.
    - Promotion Proposal Form for Clinical Professor Volunteer Series
    - Teaching logs for each academic year of review or statement that teaching hours have been certified in the VCP Portal (logs not required)
    - Candidate's current Curriculum Vitae
    - Appendix A Attestation form, if applicable
- AP non-faculty analyst to review the promotion request and forward to the Associate Vice Chancellor of Academic Personnel for approval.

Department Procedures
- Department monitors exemption approval in Recruit.
- Once exemption is approved, Department submits a job changes case in AggieService.

- Department should include the exemption EXR number in the case comments.

Academic Personnel Procedures
- AP submits the PayPath transaction for the promotion (and reappointment, if applicable) in UCPath and updates AggieService job changes case to In Process status.
- Once the PayPath transaction is approved and the promotion is live in UCPath, AP notifies the department and closes the AggieService case.
- AP provides the department with the promotion letter signed by the Associate Vice Chancellor of Academic Personnel.

Department Procedures (finalizing promotion)
- Provides the promotion letter to the candidate.

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 Department Chair or Division Chief will provide the individual with a 30-day 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** proceed with termination of the appointment.

B. NON-REAPPOINTMENT
An appointment in this series with a specified ending date expires by its own terms on that date if not renewed and the University is not obligated to provide written notice. It is within the University's sole discretion not to reappoint an individual. APM – 137, Non-Senate Academic Appointees/Term Appointment, does not apply to appointees in this series.

C. OTHER REASONS FOR TERMINATION
If the appointment ends due to resignation, death, or some other unusual circumstance, the department **MUST** submit a separation case in AggieService.

D. PROCEDURES

Department Procedures
- Department submits a separation case in AggieService. Separation case must be approved by department approver before it can be assigned to an AP analyst for processing.
- For terminations for appointments ending on established end date, no attachments are required.
- For early terminations that are involuntary, the department must upload the 30-day notice letter and email proof of delivery to the employee as case attachments.
- For early terminations that are voluntary, the department must upload the employee's resignation notice with the department's acknowledgement.
- For early terminations in the case of death, department should include the date of death and last day worked, if known.

Academic Personnel Procedures

- AP submits the termination transaction in UCPath and updates AggieService separation case to Awaiting UCPath status.
- Once the termination transaction is approved in UCPath, AP notifies the department and closes the AggieService case.

Complaints

An appointee may present a written complaint about their appointment or early termination of the appointment to the Associate Vice Chancellor for administrative review. A complaint must be filed within 30 (thirty) calendar days from the date of a written notice of termination or from when the appointee knew or should have known of the termination. The Associate Vice Chancellor shall consult with the appropriate University official, such as the Department Chair, and shall make a written response to the appointee. The written response shall normally be made within 90 (ninety) days of the receipt of the complaint. APM – 140, Non-Senate Academic Appointees/Grievances, does not apply to appointees in this series.

University Defense and Indemnification

Appointees may be indemnified by the University for any alleged, negligent acts and/or omissions arising from activities conducted within the course and scope of their University appointment.

Determination of such coverage is made based on the California Tort Claims Act and other applicable California law, Business and Finance Bulletins, BUS-81, and applicable campus policy, agreement or contract. For additional information on University defense and indemnification, contact the campus/medical center risk management or Office of the President, Office of Risk Management.

Authority

Appointment, reappointment, and/or promotion shall be reviewed and approved by the Department Chair and/or Associate Vice Chancellor of Academic Personnel as appropriate to the School.

See Appendix A for Attestation in APPOINTMENT AND PROMOTION NEW POLICY SECTION