Table of Contents

Introduction **5**
Personnel Directories **5**
Departments 5
Faculty and Staff 5
Hospital and Clinics 5
Leadership Teams 5
Help Desks 5
Department Chair Roster 6
UC Davis Organization Chart 7
School of Medicine Organization Chart 8
School of Medicine Dean's Direct Reports 9
UC Davis Health Organizational Structure **10**
Medical Center and Schools of Health Administrative Structure 10
Medical Group 10
Medical Staff 10
Annual UC Davis Health Calendar of Events **11**
Administrative Policies and Guidelines **14**
Office of the President Systemwide Policies 14
UC Davis Campus for Academic Affairs 14
UC Davis Campus for Human Resources 14
UC Davis Campus Office of Research 14
UC Davis Health 14
Department Chair Responsibilities **15**
Chief Administrative Officer (CAO) Responsibilities **15**
Workplace Interactions **16**
Academic Freedom 16
Non-Collegial Faculty 16
Code of Conduct and Discipline 17
Sexual Violence Prevention and Response 17

Workplace Violence Prevention: UC Davis Health 17
Financial Management 18
Finance 18
Budget 18
Facilities, Planning and Development 18
Gifts and Endowments 19
Supply Chain Management 19
Travel and Entertainment 19
Academic Recruitment and Selection 21
Faculty Recruitment Hiring Plans 21
Space Allocation 21
Pre-approvals for Faculty 21
Pre-approvals for Non-Faculty 21
Faculty Recruitment 21
Non-Faculty Academic Recruitment 22
Recall to Service 23
Volunteer Clinical Faculty 23
UC Recruit 23
Making the Offer 24
Onboarding 24
Academic Personnel Actions 25
Appointment/Advancements 25
Peer Review of Teaching 26
Extramural Letters 26
Voting on Personnel Actions 26
Joint Appointments 26
Affiliations - Veterans Affairs 26
Department Letter 26
Chair’s Confidential Letter 27
Academic Review Committees: 27
Decision Announcement 27
Appeal 27
Appraisal 28

Career Equity Review 28
Good Standing 28
Reappointment/Non-Reappointment 29
Faculty Career Planning 29
Human Resources 30
Shared Services for Staff 30
Performance Management 30
Rewards and Recognition 30
Academic 30
Staff 30
Employee Experience Survey 31
Faculty Remote and Hybrid Work 31
Staff Remote and Hybrid Work 31
Compensation and Benefits 33
UCPath 33
Academic Health Sciences Compensation Plan 33
One-time Payment 33
Stipends 33
Academics 33
Staff 34
Staff Recruitment and Compensation 34
Honorariums 34
Policy and Regulations Governing Moving and Relocation 36
Academic Leaves Management 36
Chair Time Away 36
Faculty Vacation Accrual Fiscal Year 37
Sabbatical Leave Accrual 37
Staff Vacation and Paid Leaves 37
University Covered Holidays 37
Medical and Graduate Education 38
Office of Medical Education (OME) 38
Graduate Medical Education (GME) 38
Residents and Fellows 38

Graduate Studies 38
Research/Teaching/Clinical/Service Mission 39
Research 39
Institutional Review Board (IRB) 39
The Collaborative Institutional Training Initiative (CITI) 39
Clinical and Translational Science Center 39
Teaching 39
Clinical 40
Patient Experience 40
University and Public Service 40
Faculty Administrative Academic Appointments: 40
Faculty Leadership Roles: 41
Departmental Committee Service 41
Compliance 42
Ethical Standards and Quality Care 42
Conflict of Commitment and Outside Professional Activities 42
Staff Physicians 42
Global Affairs 43
International Students and Scholars 43
Mandatory Annual Trainings 44
Faculty Professional Development 44
Branding and Communication Tools 45
Emergency Services 45
General Resources 45
Separation Policies 46

Introduction

Welcome to the Chairs' Resource Directory, a comprehensive guide designed to support the efficient and effective functioning of School of Medicine departments. This document is designed to serve as a reference for navigating the responsibilities and processes with the department to ensure consistency, transparency, and alignment with institutional goals.

This guide is a living document, evolving policy changes and updates. We encourage all members to familiarize themselves with its content and use it as a foundation for informed decision-making and collaborative success.

Personnel Directories

Departments

- Budget and Finance
- Development and Alumni Relations
- Facilities, Planning and Development
- Human Resources

Faculty and Staff

- Faculty and Staff Directory

Hospital and Clinics

- Ambulatory Care Leadership
- EMR
- Infection Control
- Medical Center Leadership
- Patient Care Services, Hospital Operations, and Ambulatory Care

Leadership Teams

- Betty Irene Moore School of Nursing Leadership
- Deans and Chairs
- School of Medicine Leadership
- Office of Academic Personnel
- UC Davis Health Executive Leadership
- UC Davis Medical Center Leadership
- UC Davis Leadership

Help Desks

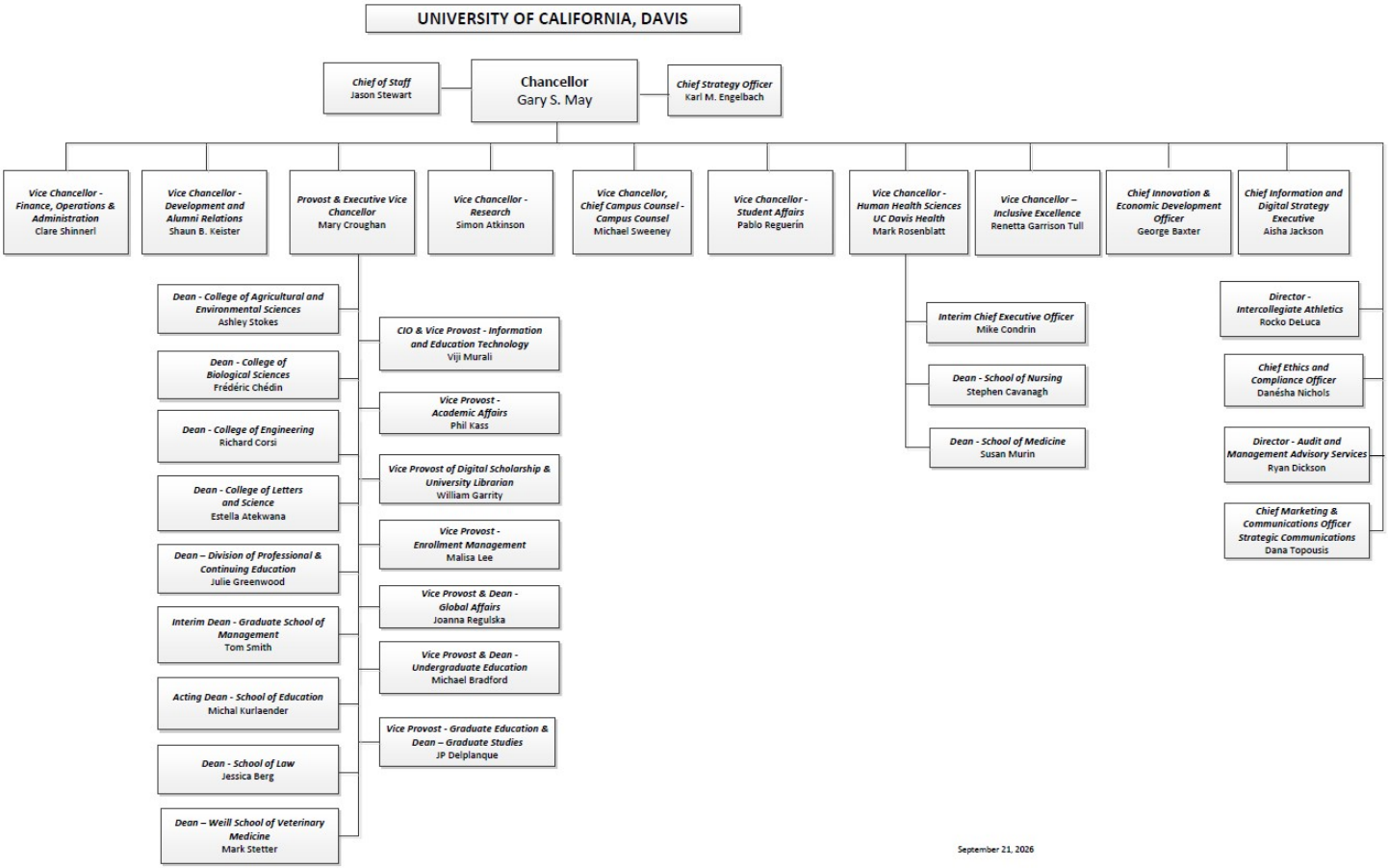
- Finance and Business
- Benefits
- UCPath

Department Chair Roster

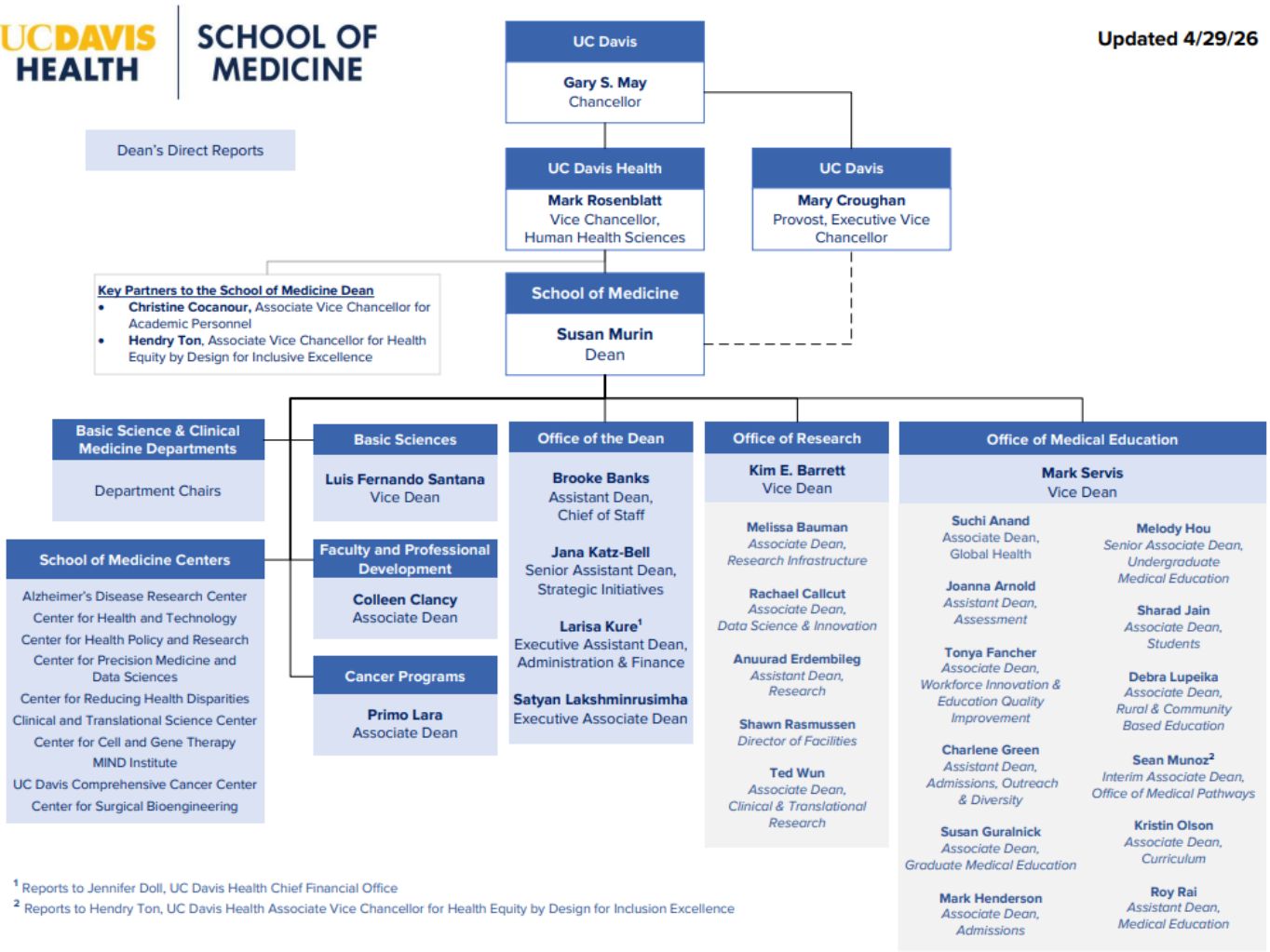
Basic Science Department

Anesthesiology and Pain Medicine Nathaen Weitzel nsweitzel@healthucdavis.edu	**Otolaryngology** Arnaud Bewley abewley@health.ucdavis.edu
Biochemistry and Molecular Medicine David Segal djsegal@health.ucdavis.edu 530-754-9134	**Pathology & Laboratory Medicine** Kim Hazard fkhazard@health.ucdavis.edu
Cell Biology and Human Anatomy Wendy Campana wcampana1@health.ucdavis.edu 858-822-3767	**Pediatrics** Satyan Lakshminrusimha slakshmi@health.ucdavis.edu; 716-597-8172
Dermatology Samuel Hwang sthwang@health.ucdavis.edu; 414-426-5665	***Pharmacology*** Donald Bers dmbers@health.ucdavis.edu; 530-902-9875
Emergency Medicine James Holmes jfholmes@health.ucdavis.edu	**Physical Medicine & Rehabilitation** Craig McDonald cmmcdonald@health.ucdavis.edu; 530-304-8500
Family and Community Medicine Joshua Fenton (Interim) jjfenton@health.ucdavis.edu	***Physiology & Membrane Biology*** Luis Fernando Santana lfsantana@health.ucdavis.edu; 206-902-8124
Internal Medicine Timothy Albertson tealbertson@health.ucdavis.edu; 916-952-6856	**Psychiatry & Behavioral Sciences** Helen Kales hckales@health.ucdavis.edu; 734-680-9981
Medical Microbiology & Immunology Satya Dandekar sdandekar@health.ucdavis.edu; 530-304-1290	***Public Health Sciences*** Brad Pollock bpollock@health.ucdavis.edu; 916-709-3378
Neurological Surgery Kiarash Shahlaie krshahlaie@health.ucdavis.edu	**Radiation Oncology** Arta Monjazeb (Interim) ammonjazeb@health.ucdavis.edu; 916-734-5823
Neurology Amy Brooks-Kayal abkayal@health.ucdavis.edu	**Radiology** Elizabeth Morris eamorris@health.ucdavis.edu
Obstetrics & Gynecology Gary Leiserowitz gsleiserowitz@health.ucdavis.edu; 916-549-3247	**Surgery** Diana Farmer dlfarmer@health.ucdavis.edu; 916-397-5179
Ophthalmology K. Thiran Jayasundera, MD tjayasundera@health.ucdavis.edu 916-734-6965	**Urology** Marc Dall'Era mdallera@health.ucdavis.edu; 916-710-3745
Orthopaedic Surgery R. Lor Randall rlrandall@health.ucdavis.edu; 801-209-1052	

UC Davis Organization Chart



School of Medicine Organization Chart



School of Medicine Dean's Direct Reports

UCDAVIS HEALTH | SCHOOL OF MEDICINE

Updated 8/18/26

Dean's Direct Reports

School of Medicine

Susan Murin
Dean

Clinical Medicine Department Chairs

Nathaen Weitzel
Anesthesiology and Pain Medicine

Samuel Hwang
Dermatology

Joshua Fenton
Family and Community Medicine

James Holmes
Emergency Medicine

Timothy Albertson
Internal Medicine

Kia Shahlaie
Neurological Surgery

Amy Brooks-Kayal
Neurology

Gary Leiserowitz
Obstetrics & Gynecology

K. Thiran Jayasundera
Ophthalmology and Vision Science

R. Lor Randall
Orthopedic Surgery

Arnaud Bewley
Otolaryngology

Kim Hazard
Pathology and Laboratory Medicine

Satyan Lakshminrusimha
Pediatrics

Craig McDonald
Physical Medicine and Rehabilitation

Helen Kales
Psychiatry and Behavioral Sciences

Elizabeth Morris
Radiology

Arta Monjazeb
Radiation Oncology

Diana Farmer
Surgery

Marc Dall'Era
Urologic Surgery

Basic Sciences Department Chairs

Luis Fernando Santana
Biochemistry and Molecular Medicine (Interim)

Wendy Campana
Cell Biology and Human Anatomy

Satya Dandekar
Medical Microbiology and Immunology

Don Bers
Pharmacology

Luis Fernando Santana
Physiology and Membrane Biology

Brad Pollock
Public Health Sciences

UC Davis Health Organizational Structure

Medical Center and Schools of Health Administrative Structure

The SOM Dean, the SON Dean, and the Chief Executive Officer report to the Vice Chancellor of Human Health Sciences. The Vice Chancellor of Human Health Sciences reports to the Chancellor of UC Davis.

Medical Group

The UC Davis Medical Group represents all organized medical group practices of UC Davis Health's primary and specialty care physicians. The group's purpose is to serve UC Davis Health's missions through the delivery of high-quality, cost-effective care. By delegation from the office of the Vice Chancellor and Dean of the School of Medicine, the Medical Group has shared responsibility for the clinical operations of the health system's professional practice activities.
Specific goals of the Medical Group include:

- Financial stewardship
- Reducing silos and improving integration
- Improving quality of care
- Aligning incentives

Leadership is the Chief Physician Executive, UC Davis Medical Group, and this person also serves as the Chief Medical Officer for Ambulatory Care, UC Davis Health. They are responsible for overseeing faculty practice operations, the overall vision and strategic direction of the Medical Group, and its day-to-day activities. They collaborate with the leadership of the School of Medicine and medical center to set and achieve joint strategic goals across UC Davis Health.

Medical Staff

CA Code of Regulations Title 22 specifies that each hospital shall have an organized medical staff responsible to the governing body for the adequacy and quality of the care rendered to patients. All practicing physicians and psychologists employed by UC Davis Health are members of the UC Davis Medical Staff.

The Medical Staff is overseen by the Medical Staff Executive Committee (MSEC) which consists of a combination of elected officers, ex-officio members (all Department Chairs and numerous others), and elected ad hoc members. The MSEC meets monthly. The medical staff develops/adopts written by-laws which provide formal procedures for the evaluation of staff applications and credentials, appointments, reappointments, assignment of clinical privileges, appeals mechanisms and such other subjects or conditions which the medical staff and governing body deem appropriate. The medical staff by-laws, rules, and regulations include provision for the performance of the following functions: executive review, credentialing, medical records, tissue review, utilization review, infection control, pharmacy and therapeutics, and assisting the medical staff members impaired by chemical dependency and/or mental illness to obtain necessary rehabilitation services. The medical provides, in its by-laws, rules and regulations for appropriate practices and procedures to be observed in the various departments of the hospital.

Annual UC Davis Health Calendar of Events

January

- Winter Quarter Begins

Deadline for departments to submit to SOM Academic Personnel:

- Regular merits
- First After merits (1st normal merit after appointment or promotion)
- Redelegated merits not covered above
- Deferrals for redelegated merits
- Establishment of Endowed Chair/Professorship
- Review Capital Equipment needs

February

- Recruit Training
- Capital Equipment submissions in Axiom
- Funds Flow templates released
- Instructions for renewal process and list with end dates sent to departments
- Comp Plans reviewed by Dean
- Salary negotiations begin with faculty
- Dean's Award nominations due
- Credentialling and Billing due for new fellows

March

- BIA sends Annual Recruitment Forecast sent to Dean's Office
- Capital Equipment submission review period
- Presidential Postdoc Fellowship Program Prelim hires report to VP Office
- Departments return renewal lists to SOM Academic Personnel
- Departments send draft non-renewal letters to SOM Academic Personnel for approval
- Departments send renewal letters to applicable faculty
- Departments send copies of renewal letters to the Academic Personnel office for processing
- AP distributes preliminary Advancement Eligibility List to departments for review
- Academic Federation Professional Development Awards due to Academic Affairs
- President's Postdoctoral Fellows and Chancellor's Postdoctoral Fellows (PPFP) preliminary count due recruited with a July 1 start date.
- Volunteer Clinical Faculty (VCP) Annual Call
- Comp Plans returned to Departments for edits
- Resident Match Day

April

- Recruit Training
- Annual Recruitment Forecast due to BIA
- Spring Quarter Begins
- Capital Equipment Scoring Sessions
- Staff Performance Evaluations due
- Faculty Reappointment Lists due to Academic Personnel
- Prepare Appendix IIs for Dean Review

- Send Appendix IIs to faculty for signatures
- Confirm Admin Eligibility List with Dean, AVC for AP, and Departments
- Admin Review Instructions sent to departments
- Departments submit corrections to advancement eligibility lists
- Final version of Advancement Eligibility List distributed to departments
- Departments should begin identifying external letter writers for promotion reviews
- Endowment holder/donor dinner
- Annual Budget due

May

- Annual Budget Meetings
- Comp Plans approved for next fiscal year
- Appointments effective July 1 requiring Vice Provost or Chancellor approval due to Academic Affairs
- Final version of Eligibility List distributed to departments
- Departments should begin identifying external letter writers for promotion reviews
- Endowment holder/donor dinner
- Annual Budget's due and Department meetings held
- Commencement
- Comp Plans approved for next fiscal year
- Appointments effective July 1 requiring Vice Provost or Chancellor approval due to Academic Affairs

June

- Recruit Training
- Appendix II's due to Academic Personnel from departments
- Departments end non-renewed appointments in Aggie Service
- Department Graduations for Trainees/Fellows
- Onboarding and Offboarding of all Trainees/Fellows
- Fiscal Year Ends June 30th

July

- Summer Quarter Begins
- Fiscal Year Begins July 1st
- New trainee's start
- Fully executed Appendix IIs due to Academic Personnel
- Comp Plans for the new fiscal year become effective
- OATS ongoing throughout the year

August

- Recruit Training
- Year End Recruitment Cleanup
- Promotions to Associate Professor and Professor (and equivalent titles) except HSCP
- Promotion deferrals

September

- Start of campus Academic Year
- Annual Certification for Conflict of Commitment due to Academic Personnel (UC OATS)
- Promotions to Associate Professor and Professor all HSCP due to Academic Personnel
- HSCP promotions deferrals due to Academic Personnel
- Administrative Action Reviews due to Academic Personnel
    - Department Chairs
    - Directors
    - Associate Deans
    - Endowed Chairs or Professors reappointment

October

- Recruit Training
- Fall Quarter Begins
- Range Adjustments for faculty October 1st
- Effort Reporting
- Academic Senate Faculty Development Awards due in Academic Personnel

Deadline for departments to submit to SOM Academic Personnel:

- Promotions all adjunct other Federation RA titles
- *Merit increases:*
    - Deans (all levels and ranks, including those with a Joint Appointment)
    - Department Chairs, starting at 3rd appointment
    - Merit increases to Step 4 and 5 with AVC permission
    - Merit to full, Step 6
    - Merit Above Scale
    - Five Year Reviews
    - Deferrals are due at the same time the action that is being deferred is due
- Administrative Action Reviews due
    - Vice Chair reappointments
    - Department Chair midpoint
    - Leadership and voting surveys distributed by Dean's Office

November

- Academic Senate Faculty Development Awards due to Academic Affairs

December

- Recruit Training
- Holiday/End of the Year gatherings

Deadline for departments to submit to SOM Academic Personnel:

- Regular Merits
- Appraisals for Senate and Adjunct
- SOM Academic Personnel Office soft closure during holiday week– Emergency assistance available
- Departments submit Comp Plan for next fiscal year to Academic Personnel Office

Administrative Policies and Guidelines

Administrative policies are found at three locations. Office of the President writes systemwide policy, Davis campus, and UC Davis Health.

Office of the President Systemwide Policies

Many of the web resources cited in this toolkit relate to the Academic Personnel Manual (APM) or Collective Bargaining Agreements.

UC Davis Campus for Academic Affairs

The APM and related UC Davis local procedures in the "APM UCD" manual with current revisions to policy released in the Annual Call or Academic Advisories to the Dean.

- Office of Academic Affairs
- Academic Affairs Manual (APM UCD)
- Administrative Responsibilities Handbook
- Annual Call
- Academic Advisories to the Dean
- Delegation of Approval Authority
- Handbook for Chairs and Directors
- UC Davis Health Database of Resources
- Office of Academic Affairs Resources for Administrators, Chairs and Deans

UC Davis Campus for Human Resources

- UC Davis Policy and Procedure Manual (PPM)
- Davis Personnel Policies for Staff Members (PPSM)

UC Davis Campus Office of Research

- Organized Research Units (ORU)
- Policies and Regulations

UC Davis Health

The Office of Academic Personnel at UC Davis Health supports faculty, academic appointees, and administrators with all academic personnel related needs. Quick links are listed below, while more detailed information can be found within the manual.

- Recruitment and Onboarding
- Academic Appointment and Advancement
- Compensation and Payroll
- Conflict of Commitment
- Leaves Management

Department Chair Responsibilities

Academic Department Chairs serve a critical role as the leader of their department. Chairs are not only faculty members and the academic leaders of their units; they are the liaisons between their departmental members and executive leadership. Outstanding Chairs advance the research, teaching, and service missions of their units and help foster a collegial academic environment to support these missions. Being an effective Chair involves a variety of skills and an understanding of University policies and procedures; and, although departments vary in their "needs" at any given time, successful Chairs share numerous common skills, despite having diverse styles. In addition to this document which is focused on providing resources to those Chairs from the Schools of Health, the main campus Office of Academic Affairs offers a Handbook for Department Chairs and Directors that provides an overview of responsibilities, long range planning, best practices and resources. Also see APM 245 Department Chairs, APM UCD 245 Department Chair, and APM 245 Exhibit A Clinical Chair Position Description.

The Office of Academic Affairs annually provides a Two-Day New Chairs Workshop and the Department Chair Bag Lunch series.

Chief Administrative Officer (CAO) Responsibilities

The CAO works in close partnership with the Department Chair to navigate relationships among the department, school, health system, and main campus and may be the most important person to ensure the successful onboarding of a new Chair. They play a critical role in interpreting and integrating information across various IT systems, databases, and reports essential for effective departmental management. The CAO will have a list of the annual cycle of events and department specific committees that the Chair will need to attend. A key responsibility includes financial stewardship of the clinical enterprise.

In addition, the CAO oversees functions related to Academic Personnel, staff human resources, and payroll, requiring a strong understanding of institutional organizational structures. Building collaborative relationships and gaining a comprehensive understanding of the institution's hierarchies are essential. This insight enables the CAO to interpret the flow of information, understand expectations, and guide timely and appropriate departmental actions.

Workplace Interactions

Academic Freedom

The University of California is committed to upholding and preserving principles of APM 010 Academic Freedom. The University's mission is to advance and disseminate knowledge while fostering independence of mind in its students. Academic appointees, including those with non-faculty titles, are entitled to protections of academic freedom and held to responsibilities defined in the APM 015 Faculty Code of Conduct when engaged in teaching, research, or public knowledge dissemination. For other professional contributions, these appointees must adhere to acknowledged national or APM 011 professional standards, which the University respects and ensures align with its mission. The Academic Senate oversees academic freedom violations, while grievances about professional standards follow specific formal procedures.

Non-Collegial Faculty

Faculty who engage in non-collegial behavior, such as disrespect, abuse, or refusal to cooperate, can create a disruptive and tension-filled atmosphere that undermines professional relationships and the department's mission. While some Chairs may hesitate to address such behavior, fearing it infringes on academic freedom, this behavior is not protected under academic freedom and may violate the campus Principles of Community and the APM 015 Faculty Code of Conduct.

To prevent prolonged disruption, Chairs should promptly address issues by consulting with the Office of Academic Personnel. The AVC and Assistant Dean for Academic Personnel are departmental leadership's first point of contact and serve as a resource in addressing personnel related matters. The Office of Academic Personnel works in partnership with other stakeholders in supporting leadership and faculty in addressing and resolving conflicts. The Office of Academic Personnel and Ombuds Office also provides resources for mediation, workshops, tools to help in this area.

Presentations Corresponding to this Section:

- The Faculty Code of Conduct, APM 015 - presented by Binnie Singh, Assistant Vice Provost, Academic Affairs
- Overview of Ombuds - presented by Lauren Bloom - Director of Ombuds
- Managing Conflicts at an Early Stage - presented by Binnie Singh - Assistant Vice Provost, Academic Affairs, and Sandi Glithero - Associate Director of Academic Employee Relations
- Academic Departments at UC Davis- presented by Philip Kass - Vice Provost, Academic Affairs
- Academic Freedom APM 010 / Free Speech-presented by Brian Soucek - Professor of Law
- Understanding the Privilege and Tenure Committee - presented by Catherine VandeVoort - Privilege and Tenure Committee Chair

Code of Conduct and Discipline

APM UCD 016 Faculty Conduct and Administration of Discipline describes the disciplinary procedures for Senate faculty. Part I outlines the general policy governing faculty discipline, Part II outlines types of disciplinary sanctions. Provisions concerning discipline, hearings, and appeals for non-Senate academic appointees are covered under Sections APM 150 Non-Senate Academic Corrective Action/Dismissal, APM 140 Non-Senate Grievances, UCD 140 Non-Senate Academic Appointees Grievances, UCD 015 presents UCD procedures to be used in addressing allegations of faculty misconduct in accordance with the Faculty Code of Conduct.

Sexual Violence Prevention and Response

Visit the sexual violence at UC Davis website for resources available at UC Davis and to file a report. Sexual Harassment and Sexual Violence Policy applies to all University employees as well as undergraduate, graduate, and professional students, and third parties.

Workplace Violence Prevention: UC Davis Health

Call 911 in case of emergency. There is a website dedicated to How to Report Workplace Violence.

Financial Management

Finance

Accounting and Finance offers efficient and effective procedures through preparation and review of financial statements, management of the account/fund profile system, general ledger maintenance, interdepartmental and intercampus transactions. More information on funds flow is found at UC Davis Health/SOM Finance with several other financial services explained.

Effort Reporting is the method of certifying to the federal granting agencies that the effort required as a condition of the award has actually been completed.

Presentations Corresponding to this Section:

- Financial Management: Responsibilities of a Department Chair- presented by Matt Okamoto - Assistant Vice Chancellor and Controller, Accounting and Financial Services
- Audit and Management Advisory Services - presented by Tony Firpo - Associate Director, Audit and Management Advisory Services

Budget

Budget and Institutional Analysis (BIA)
Provides policy analysis on a wide range of issues, including enrollment, instructional workload, faculty positions and other institutional policies. Send email to help desk with questions to recharge@ucdavis.edu.

School of Medicine Budget Planning Calendar
KEY DATES: Feb 28th the Funds Flow Templates released, followed by a workshop March 3rd. Annual Budget Meetings are planned to take place between May 5-16.
Planning Web Page for resources Planning | Aggie Enterprise
Weekly Office Hours: Planning Office Hours | Aggie Enterprise
Contact Jason Pope and Brian Hudson, Budget Planning & Analysis at HS-BPA@ucdavis.edu.

Presentations Corresponding to this Section:

- Budget Overview - presented by Sarah Mangum - Associate Vice Chancellor, Budget and Institutional Analysis, and Jason Stewart, Assistant Executive Vice Chancellor, and Chief of Staff

Facilities, Planning and Development

Capital Planning serves as the Facilities Planning & Development liaison between UC Davis Health, UC Davis Chancellor's office, and the University of California Office of the President to manage the capital improvement program and facilitate approvals of major capital projects (projects more than $1 million). The Chancellor serves as the delegated

authority to approve funding for major capital projects, from $1 million to $70 million, that are on the Capital Financial Plan. Projects with a budget greater than $70 million are required to be presented to the Board of Regents and have a more complex approval process. Additionally, Capital Planning leads the effort for the annual updates to the Capital Financial Plan and the annual report on Major Capital Projects implementation.

Capital Equipment Funding Cycle/Allocations: Each year, separate capital equipment cycles are scheduled: (1) for Diagnostic/Therapeutic Imaging equipment and (2) for Non-Imaging equipment. The submitted proposals are reviewed and prioritized by the Capital Equipment Committee. This priority list is then sent to the hospital CEO for approval. Submissions for department desired equipment needs are due in Axiom by the end of February. Submission Review Sessions are held in March to evaluate requests based on specific criteria such as cost, urgency, impact, and alignment with organizational goals. The Scoring process held virtually in April helps prioritize requests, ensuring that the resources are allocated efficiently and that the most essential equipment needs are met first. Contact Joseph Balbiani, Financial Analyst Supervisor at jbalbiani@ucdavis.edu.

Aggie Square space at the School of Medicine and other UC Davis Health programs occupy is not only state-of-the-art, but also a dynamic innovation hub co-located with other UC Davis programs and private industry partners. UC Davis Health will occupy approximately 16,000 rentable square feet in the commercial space on the first floor of the mixed-use residential building. The UCDH CFO, the Vice Dean for Research, the Executive Director for Facilities and Development and other UCDH staff are involved in the planning and implementation processes for space occupied by UCDH.

The Chief of Staff in the Dean's Office represents the SOM on the Space Allocation Committee. To advocate for space needs, please ensure they are aware of requests for space, including requests for new furniture or remodels.

Gifts and Endowments

Funds created for gifts or endowments are determined by the specific donor designated purpose.

Supply Chain Management

Home to critical business operations such as accounts payable, banking card services, logistics, procurement and contracting services, and Repro Graphics. A series of training aids are found at Supply Chain Resources and Training.

Travel and Entertainment

Travel is managed by the AggieExpense Travel system. To set up your personal travel profile, see Instructions for setting up your personal profile. Also see Travel and Entertainment policies. Also see APM 190 Appendix D Policy Governing Travel to Scholarly Meetings and Field Research Travel.

Entertainment expenditures are defined as costs for meals or light refreshments and related services incurred in connection with events that are primarily business activities in support of the university's mission.

Academic Recruitment and Selection

Faculty Recruitment Hiring Plans

The Dean asks Department Chairs to provide projected plans for one to two years forward to inform long term planning. These plans are due in May of each year and include details about each proposed position, including a description of the availability of start-up packages from departments and/or school resources including money, equipment, research and office space, and any other needs.

Space needs related to new faculty should be submitted/considered early in the recruitment process.

Space Allocation

A Health System committee evaluates requests for space for different uses (workspace, learner space, call space, etc.). Research space allocation is subject to review and the terms and conditions of the School of Medicine Research Space Policy: https://health.ucdavis.edu/medresearch/space/index.html.

Pre-approvals for Faculty

The School of Medicine Dean may authorize recruitment for a permanently budgeted FTE (Professorial Regular Ladder Rank Series), or a department funded new or replacement faculty position. Be sure to obtain your prior approval from the appropriate committee. (Summary of process for SOM Department requests for submitting pre-approvals.)

Pre-approvals for Non-Faculty

All positions require prior approval before launching a search. Be sure to obtain your prior approval by following the Summary of process for SOM Department requests for submitting pre-approvals.

Faculty Recruitment

The Chair is responsible for the recruitment and selection (step-by-step guide) of both the faculty and the staff personnel of the department; in most instances the Department Chief Administrative Officer handles the staff recruitment/evaluation for the department. In consultation with colleagues, the Chair recommends appointments, promotions, merit advances and terminations. Academic recruitment and selection policies are found in APM 500-570. The Chair is expected to make sure that faculty members are aware of the attributes of each series and criteria prescribed for appointment and advancement and to make appraisals and recommendations in accordance with the procedures and principles stated in the APM. Also see the UC Davis Health Recruitment Toolkit for resources, templates, incentives, and a department level guide for using the UC Recruit system. Occasionally direct hires are eligible for a search waiver or even exempt from a

search (i.e., Change in Series). Please review the guiding principles for search waivers and exemptions.

Presentation Corresponding to this Section:

- Recruiting and Launching New Faculty - presented by Philip Kass
  Vice Provost, Academic Affairs

As academic leader of the department, the Chair is responsible for assigning teaching to the faculty (Senate and non-Senate) members. Other factors to consider are outlined in APM 210 Instructions to Review and Appraisal Committees (Appointments and Promotions) will also help to determine the appropriate series for the position. The faculty of UC Davis Health consists of members of the following personnel series:

Academic Senate Faculty titles

- APM 220 Professor and (APM 130 Tenure)
- APM 275 Professor of Clinical "__"" (e.g., Medicine) and APM UCD 275
- APM 270 Professor in Residence

Academic Federation Faculty titles

- APM 280 Adjunct and APM UCD 280
- APM 278 Health Sciences Clinical Professor

Other titles

- APM 205 Recalled Faculty
- APM 289 Guest Lecturers
- APM 230 Visiting Professor
- APM 279 Volunteer Clinical Professor
- APM 350 Clinical Associate
- APM 430 Visiting Scholars and Other Visitors
- APM 120 Emeritus Titles
- APM UCD 120 Local Emeritus Titles

Non-Faculty Academic Recruitment

Recruitment for the non-faculty research series are members of the Academic Federation. These non-Senate titles include the Professional Researcher, Project Scientist and Specialists. They follow the same guiding principles as the faculty recruitment, selection, and appointment as faculty. The Chair is responsible for the recruitment, selection, and appointment of non-faculty academic personnel of the department. In many cases research track non-faculty work under the direction of a

Principal Investigator (PI). In consultation with colleagues, the Chair recommends appointments, promotions, merit advances and terminations. The Chair is expected to make sure that faculty members and PI's are aware of the attributes of each series and criteria prescribed for appointment and advancement and to make appraisals and recommendations in accordance with the procedures and principles stated in the APM.

The non-faculty research academics discussed in this section are Professional Researcher, Project Scientist, and Specialist Series are covered by the collective bargaining RA Unit. These titles exclude teaching duties. Anyone appointed in these series, who is required to teach in addition to their other duties, must be appointed to an appropriate teaching title such as Lecturer or Adjunct Professor. The research track appointees at UC Davis Health consists of members of the Academic Federation and APM 137 term appointments applies. For more information on the titles listed below, also see the Recruitment Toolkit for resources, templates and a step-by-step department level guide and the guidelines for waivers and exemptions for direct hire or Change in Series opportunities. Also see APM UCD 145 Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time.

The position planning tool and Academic Federation Research Titles Comparison Chart are both good resources to determine which position is right for your situation.

Research Track Non-Faculty titles

- APM 310 Professional Researcher
- APM 311 Project Scientist
- APM 330 Specialist and APM UCD 330

Recall to Service

Recall to active service requires pre-approval. The department may initiate recall requests. You will find title codes and definitions to help determine which recall title code to use in the Recall Guide.

Volunteer Clinical Faculty

Presentations Corresponding to this Section:

- Volunteer Clinical Faculty Reappointment - presented by Academic Personnel

UC Recruit

Having secured Dean's approval, initiate recruitment by entering the search plan into the centralized UC Recruit system. Department staff will monitor the day-to-day progress of the applicant pool. It is the responsibility of the Search Committee Chair to see that the whole recruitment process is conducted according to University policies. Occasionally

positions are eligible for a search waiver or even exempt from a search. Please review the guiding principles for search waiver or exemptions.

Making the Offer

The Chair drafts the offer letter. Series specific Tentative Offer Letter (TOL) templates are provided in the TOL Generator. Sign in with Kerberos login.

Key points:

- Include rank, salary, start date, research support, startup package, teaching expectations, and incentives.
- The TOL states the title series and rank but not the appointment step, which requires FPC/AVC or CAP/Vice Provost review.
- The Office of Academic Personnel must approve the offer letter before presenting it to the candidate.
- Once accepted, the department prepares the appointment packet.

Onboarding

Onboarding is a partnership that begins with the job offer. Before, during and after the appointment, the Chair should check in with the new faculty member to address questions, arrival plans, and special needs. The time between the offer being accepted and the appointment, the department will be assembling the dossier for appointments, medical staff privileges, employment documents, and health clearance. Maintain clear communication, provide training, feedback, and support, and foster belonging through peer connections and cross-departmental engagement. Assign an onboarding buddy or mentor, encourage campus and community involvement, and consider connecting them with the Capital Resource Network. Also see required onboarding documents.

Academic Personnel Actions

Appointment/Advancements

Candidates for appointments shall be evaluated by criteria appropriate for their series. These criteria are outlined in the Academic Personnel Manual APM under the sections applicable to the specific faculty series title. Consult appointment timeline by series to establish clear and realistic expectations.

Each appointment at the Assistant rank is limited to a maximum of two years at a time, and total service in this title (including that at a sister UC campus) cannot exceed eight years (APM 133 Limitation on Total Period of Service), except for those individuals granted an extension of the clock. All appointments to the positions of Associate Professor and Professor in the Professorial series are continuous in tenure until terminated by voluntary separation, retirement, demotion, or dismissal. The In-Residence, Clinical "__", Health Sciences Clinical Professor, and Adjunct series do not receive tenure and are reappointed based on the terms of each series. Also see How to Determine Advancement Eligibility.

The Academic Personnel History and Information Database, also known as APHID, is an online program used by staff and administrators in the Dean's Offices, Senate Office, and Academic Affairs primarily to track the location and status of current academic reviews. It was developed in the Spring of 2014 to replace the Action Tracking System (ATS). APHID also provides eligibility reports, academic advancement and leave history, Unit 18 quarter counts, and off-scale salary data.

Chairs should discuss the department's expectations regarding teaching, research, extramural grant support and participation in University, and professional service.

Presentations Corresponding to this Section:

- Academic Advancement- presented by Philip Kass - Vice Provost, Academic Affairs
- Achieving Academic Success in the University of California: Merits and Promotions presented by Christine Cocanour – Interim Associate Vice Chancellor for Academic Personnel

Frequently referenced sites are:

- Step Plus System
- APM 110 Academic Personnel Definition of Terms
- APM 133 Limitations on Total Service Periods.
- APM 210 Academic Senate Series Review Criteria
- APM UCD 220 Academic Senate Review and Advancement
- APM UCD 220AF Academic Review and Advancement
- APM UCD-220-Exhibit C, Guidelines for Preparation of Publication and Other Creative Efforts List
- Merits and promotions toolkit

Peer Review of Teaching

A Peer Review of Teaching is required for all faculty promotions. Faculty may elect to include a peer review of teaching for merit advancement. This is especially needed when evaluations are not available. Also see APM UCD 220 (V.6.b) Peer Review of Teaching

Extramural Letters

Confidential letters from referees reviewing the candidate's qualifications for appointment, promotion to Associate Professor or full Professor, or advancement to Above Scale are required.

- Extramural Letter Requirements Chart Academic Affairs
- Schools of Health Extramural Letter Chart
- Language Required When Letters of Evaluation are Solicited or Received-UCD-220 Exhibit B
- APM UCD 220AF Exhibit A Criteria Used for Evaluating Performance When Soliciting Extramural Evaluations

Voting on Personnel Actions

Academic Senate Bylaw 55 defines the rights of faculty to vote on personnel actions of their departmental Senate colleagues. Also see Consultation and Voting on Academic Senate Personnel Actions, UCD Directives: Review of Voting/Peer Group Plans for Academic Federation Personnel Actions, and individual Departments' Current Voting Procedures

Joint Appointments

When a candidate has appointments in two or more departments, each department is responsible for reviewing them for merit/promotion, even though only the primary (home) department has the responsibility of preparing the dossier. In some instances, the joint appointee may only teach in the secondary department, (i.e., has little or no research or service there). Also see APM UCD 220 Procedure 3 Joint Appointments.

Affiliations - Veterans Affairs

To ensure compliance with the NIH requirement that investigators with joint appointments with the VA and an affiliated university have a Memorandum of Understanding (MOU) describing the responsibilities at both the university and the VAMC. This is required for VA appointments with and without compensation. Please visit the Office of Academic Personnel for completing a VA MOU.

Department Letter

The Department Letter discusses whether the candidate meets/exceeds departmental standards and expectations regarding teaching, research/creative activity, service (university and public), and professional competence. The department letter should be a concise analytical evaluation of the candidate's performance in teaching, research, and service. The department recommendation should be unbiased and evidence-based and

should not reflect the Chair's personal opinion. UCD 220 (V.5.b) Conducting review for appointment or advancement-Review process.

The candidate can refute the department recommendation letter by including a rejoinder letter within ten (10) calendar days. APM UCD 220 (V.5.b) Appointment or Advancement-Review process-Candidate Rejoinder Letter

Chair's Confidential Letter

Department Chairs are permitted to write a separate letter to make an independent evaluation, interpretation and/or recommendation that may differ from the department's recommendation. This letter is confidential in the sense that it is not made available to either the voting faculty or the candidate before it goes forward -- although after the administrative decision on the action has been completed, the candidate (but not the voting faculty), upon request, would receive Chair's confidential letter in redacted (i.e., without any names of other individuals that might have been referred to in the letter) form. APM UCD220 (V.7) Chair's confidential letter

Academic Review Committees:

Committee on Academic Personnel (CAP) is an oversight committee that advises the Vice Provost for Academic Affairs on all senate academic personnel actions including matters of general policy.

Faculty Personnel Committee (FPC) for the School of Medicine is an advisory committee to the Associate Vice Chancellor for Academic Personnel.

Joint Federation/Senate Personnel Committee (JPC) reviews and provides recommendations on personnel actions for the Project Scientist, Professional Researcher, and Specialist series. The JPC also provides input on changes to personnel policies and procedures relevant to the committee.

Decision Announcement

After the decision is made and announced on a proposed advancement action, the candidate shall receive the following items, if applicable (note the confidential items that require redaction):

1. Chair's confidential letter (redacted).
2. Ad hoc committee reports, including reports by the Faculty Personnel Committee when acting as the ad hoc (redacted).
3. Dean's letter (entirety).
4. Comments from Committee on Academic Personnel (entirely).
5. Comments from Faculty Personnel Committee (entirety).
6. Comments from Vice Provost--Academic Affairs (entirety).

Appeal

An appeal of a merit or promotion decision must provide evidence of failure to follow established procedure or of reviewers' failure to apply established standards of merit.

Appeals are considered by the Appellate Subcommittee of the Committee on Academic Personnel. An appeal must be received in the Vice Provost's office for non-redelegated actions, or in the Office of Academic Personnel for redelegated actions, within thirty (30) calendar days of written notification of said decision. A new Candidate's Disclosure Certificate is required with appeal. APM UCD 220 IV (J) Appeal.

Appraisal

The appraisal is intended to provide junior faculty members with their peers' and colleagues' frank and candid assessments of their performance, as well as collegial recommendations for further career development. The appraisal is not an administrative judgment; rather, it is collegial advice. APM UCD 220 IV (D.1) Appraisal and checklist for appraisals.

Career Equity Review

A Career Equity Review consists of an assessment of the candidate's overall record, not just the accomplishments during the normal review period, using the University's established criteria for the requested rank and step. It is a separate review and is submitted at the same time as merit or promotion.

Good Standing

The Office of Academic Affairs with extensive consultation with the Academic Senate created a new good standing policy outlining the need for faculty to be current on their mandated training and related requirements and addresses the need for defining individuals in "good standing" per Academic Personnel Manual 672 – Negotiated Salary Program (NSP) and (even for faculty not participating in this program).

Reappointment/Non-Reappointment

Presentations Corresponding to this Section:

- Faculty Reappointment Process presented by Academic Personnel
- Non-faculty Academics and RA Unit Titles Reappointment Process presented by Academic Personnel

Faculty Career Planning

The Chair (or their designee) should meet with each faculty member at least once a year to review their progress in teaching, research, service, and professional competence, and to suggest ways to improve particular problem areas and thereby anticipate and correct problems before they become evident at a merit or promotion review (APM 220-80b).

An annual review is particularly important for Assistant Professors and for others who are new to the campus or who have not been making normal progress, i.e., those who have deferred in the recent past. If such faculty hold negotiated components, the Chair should discuss the ramifications of deferral or denial of merits.

Human Resources

Shared Services for Staff

UC Davis Health encompasses many units. Some units serve only UC Davis Health, while others provide shared services to both UC Davis and UC Davis Health. Human Resources provides staff recruitment workflows and employment forms.

HR Units include:

- Compensation
- Disability Management Services DMS
- Employee Labor and Relations (EDLR) for UC Davis Health
- Workforce Compliance Records
- Benefits
- Time Reporting and Payroll Services

Performance Management

A majority of Performance Appraisals are completed in the UCPath e-Performance module. The annual employee performance appraisal is an important part of both performance management and employee career development. The supervisor and employee both play a vital role in creating a productive performance appraisal process.

Rewards and Recognition

Academic

There are campus awards for teaching, for research, for graduate mentoring, and for service that are presented by the Academic Senate and by the Academic Federation. There are also awards for excellence in mentoring undergraduate research, for outstanding teaching by graduate students, research and travel, etc.

National and International Awards Director Gloria Hayes can help with nominating faculty for honors and awards. Departments can easily enter and track faculty awards in the Award Recipient Tracker, which also helps the Provost and Dean acknowledge faculty who have recently won awards. Contact ghayes@udavis.edu.

Staff

Clinical Enterprise Management Recognition Plan (CEMRP2) provides eligible employees with a contingent financial incentive award for those who attain or exceed key clinical enterprise objectives as individual, institutional, and/or Division/Departmental.

UC Davis Health BEST Rewards is an online system that can be used to recognize and reward UC Davis Health employees who provide exceptional service. It can be a monetary (a $25 gift card and certificate) or non-monetary recognition and is available for all UCDH staff. The BEST Rewards retirement gift card comes as an e-

gift where the employee can redeem their award and select the brand store of their choice.

UC Davis Health Staff Appreciation and Recognition Plan (STAR) recognizes employees who have gone “above and beyond” in support of the campus’ core values. There are two levels of STAR Plan cash awards in the amount of $250, $500, $750, and $1,000 (minus applicable taxes).

Chancellor's Outstanding Staff Awards The cross-campus Chancellor’s Outstanding Staff Awards for Exceptional University Management and Exceptional University Impact recognize and honor staff employees who have demonstrated exceptional initiative to create significant positive impact on the UC Davis community in the past year.

Employee Experience Survey

As leading academic institutions, UC Davis Health and the Davis campus rely on data to make informed decisions that foster the best possible workplace for our employees. Learn how The Employee Experience Survey is a key part of this effort, offering employees the opportunity to share feedback, highlight what’s working, and identify areas for improvement.

Faculty Remote and Hybrid Work

Faculty remote work guidelines are intended to set clear expectations and processes for requesting permanent or temporary remote and hybrid work arrangements for health sciences faculty in accordance with university policies. Department Chairs must review and approve all permanent or temporary remote work and hybrid work requests. If a faculty member is part of a center, the Department Chair and Center Director must review and approve permanent or temporary remote work and hybrid work requests. Requests to work remotely lasting longer than 14 (calendar) days also require School of Medicine Dean approval. Permanent remote work requests must be reviewed and approved annually. See **Appendix A** for the faculty remote work guidelines and request form.

Staff Remote and Hybrid Work

The Digital Workplace Program in the employment setting is an arrangement where the manager permits the employee to regularly perform work at an off-site location for a specified portion or all of a given workweek. When an employee requests remote or hybrid work due to a disability, they should notify their Supervisor/Chair about the need for accommodation.

The employee will need to submit documentation from their healthcare provider to Disability Management Services
PPSM 30 Exhibit B, Remote and Hybrid Work Arrangements.

This local procedure PPSM 30 Exhibit A, Workplace Flexibility Arrangements outlines the requirements and responsibilities for eligibility of a Flexible Schedule Arrangement (FSA) for staff employed by UC Davis Campus and UC Davis Health, which includes: Medical Center, School of Medicine and School of Nursing, and offsite locations. Also see Flexible Work Arrangement Definitions, Options and Considerations.

Compensation and Benefits

UCPath

The University of California payroll, benefits, human resources, and academic personnel system is UCPath. Send email to help desk with questions to ucpath@ucdavis.edu.

Academic Health Sciences Compensation Plan

APM 600 Series governs academic salary administration. APM 670 Academic Personnel Manual incorporates two substantive provisions regarding salary guidelines and outside professional activities for faculty:

1. Under the comprehensive plan, clinical sciences faculty and basic sciences faculty are not provided with comparable compensation opportunities and salary guidelines; (Annual salary discussions are documented on the Statement of Salary Negotiation – Appendix II, which outlines the negotiated faculty salary) and
2. Allows one method for managing income from outside professional activities, which combines elements of the University-wide Standard Requirement and the Alternative Option. Also see Office of Academic Personnel Compensation and Payroll and compensation plan salary scales.

Presentations Corresponding to this Section:

- Appendix II and Salary Administration - presented by Academic Personnel

One-time Payment

The Vice Provost has authority to approve faculty consultant payments. Payment for APM 380 Faculty Consultant work is negotiated and cannot exceed the maximum amount per day as outlined in APM 664-18 Additional Compensation: Services as Faculty Consultant. Additional compensation payment for faculty consultant work at another campus requires ***prior approval***. Requests must route through the dean's office for review and consultation. Associate Deans who have academic personnel oversight are required to co-sign the request before sending it to Academic Affairs for final approval.

Stipends

Academics

In recognition of added administrative responsibility, UC Davis Administrative Stipends 2025 may be paid to eligible academic appointees. Additional administrative responsibility is distinct from additional service, which is to be recognized through the academic review process. Administrative stipends are considered covered compensation for purposes of the UC Retirement Program.

Effective July 1, 2026, the following annual stipends amounts were established by the VC/Dean's Office for holders of Administrative Appointments:

- Associate Vice Chancellors: $20,000
- Senior Associate/Vice Deans: $15,000
- Associate Deans: $20,000
- Center Directors*: $10,000
- Associate Director $ 5,000
- Department Chairs: $10,000
- Vice Chair $ 5,000

*As defined by the academic Center Directors that are reviewed by Academic Personnel.

Staff

Stipends are awarded in the following instances:

- To career employees who are temporarily assigned responsibilities for a higher-level position (also known as an "acting appointment").
- To career employees who are temporarily assigned higher-level duties which, if permanent, would result in an upward reclassification.
- The relevant collective bargaining agreement may govern the duration and amount of a stipend.
- Stipends are not granted while a classification review is pending or underway.

The relevant policy or bargaining agreement may govern the duration and amount of a stipend, which will typically be limited to 5% for up to six months. Larger stipends may be required if necessary to ensure the employee's total compensation equals at least the minimum of the salary range for a higher classification. In other cases, stipends greater than 5% require the approval of the appropriate Associate Director or Department Chair and are subject to review and approval by the Compensation Unit.

Staff Recruitment and Compensation

Career Tracks lists job descriptions and aligns them with the competitive market and assigns the same classification to comparable positions at all UC locations. It is designed to give employees and supervisors greater understanding of staff roles and the steps needed for career development. Also see PPSM 30 Salaries, Hours of Work. PPSM 30 Staff Compensation

Honorariums

One time honoraria payments are allowed for individuals for participation in a scholarly or academic event benefiting the mission of the University and in Accordance with PPM-380-76 Personnel--General. Allowable activities include, but are not limited to, Special

lecture or a short series of lectures; or conducting seminar or workshop of no more than two-weeks' and guest speaker.

The Dean has the authority to approve one-time payments for honoraria to UC academic appointees up to a maximum of $2,500 per event. Exceptions to paying more than this amount, up to the $5,000 maximum, must be approved by the Vice Provost – Academic Affairs. All approvals must comply with APM 666 Honoraria and APM UCD 666 – Additional Compensation/Lectures and Similar Services. Please note that the home campus must be notified of any additional compensation under APM 666 prior to the activity being performed and prior to payment.

Benefits

The Benefits Eligibility Level Indicator (BELI) code determines for which benefit package, if any, an employee is eligible. Each employee must be assigned a BELI code at the time of hire or rehire or be reevaluated when there is a change to the employee's personnel status. Send email to help desk with questions to benefits@ucdavis.edu.

Policy and Regulations Governing Moving and Relocation

The table below illustrates three policies related to academic personnel removal and relocations. APM 550 Moving Expenses for Intercampus transfers, APM 560 Removal Expenses General, and APM 561 Removal Expenses / Assistants

Review a detailed Removal Chart showing allowable expenses.

Anywhere that 50% is listed on the chart for the Professorial series faculty, exceptions can be approved by the Dean to pay up to 100%. Anywhere that 50% is listed for the Professor in Residence, Clinical "_" or Health Sciences Clinical Professor series, the Dean approves exceptions to pay up to 100%.

Please note: These items will not be reimbursed even by exception: animals other than household pets, kenneling household pets, plants, motorized recreation vehicles, food, building supplies, storage sheds, farm equipment, firewood, tipping movers, connecting/disconnecting utilities, visa photo, passport processing expenses, return trips to former residence to help move.

House-hunting trips that include transportation, meals, and lodging fall under the travel and entertainment policies.

The Associate Vice Chancellor--Human Resources is responsible for approving the use of University funds for moving expenses and relocation allowances. See Business and Finance Bulletin Policy G-13.

Academic Leaves Management

The Office of Academic Personnel provides a comprehensive Academic Medical Leaves Toolkit for academics and others. Also see APM 080 Medical Separation and APM 700-760 Leaves. All leaves should be submitted through MyInfoVault.

Chair Time Away

If a chair has planned time away (for any length of time), they must submit a Time Away Form to the Dean's Office prior to departure. If time away is longer than five (5) business days, or not reachable for any urgent issues during shorter periods away, you must also identify an acting chair and delegate authority as appropriate.

For unplanned time away, someone in the department must communicate with the Dean's Office and submit the Time Away Form on the chair's behalf.

While remote work is generally authorized, remote work, for more than five consecutive days or work remotely, from a distant location, for any period of time, please notify the Dean's Office by submitting the Time Away Form. Also, for remote work outside of the immediate area (defined as more than 150 miles away from the

primary place of work in Sacramento or Davis) prior approval from the Dean is required.

Faculty Vacation Accrual Fiscal Year

It is expected that Department Chairs (Center Director as appropriate) review and approve all faculty time away, which includes but is not limited to vacation, professional development and education days, medical leaves, and sabbatical leave. Faculty medical leaves of absence lasting longer than seven (7) calendar days must be submitted to the Vice Provost of Academic Affairs for approval.

The Department Chair may deny unprotected leaves for individuals whose total requested time away is judged to be in conflict with clinical, research, teaching or service expectations, is excessive such that it compromises their ability to fulfill faculty obligations or is timed poorly given departmental needs. If you have questions or concerns regarding protected leaves and faculty time away, please contact the Office of Academic Personnel for assistance.

For information about the various types of leaves, review/approval authority, and applicable UC policies please see the Office of Academic Personnel website at Health Sciences Faculty Leaves of Absence, Outside Professional Activities, and APM 245, Appendix A – Duties of Department Chairs.

Under the University's vacation policy, offered under a University-wide program, faculty are eligible to accrue 24 days of vacation annually at an accrual rate of 2 days for each month of completed service at 100% full-time. Additional information about other academics is found in the vacation policy at: http://aadocs.ucdavis.edu/policies/apm/apm-730.pdf.

Sabbatical Leave Accrual

Senate faculty members will accrue sabbatical credits under the University's Sabbatical Policy APM 740 and Leaves with Pay APM 758 and are eligible to take sabbatical leave after earning sufficient credits.

Staff Vacation and Paid Leaves

UC Davis Health utilizes the Paid Time Off (PTO) and Extended Sick Time (EST) program for PSS, MSP, and SMG groups (based on full-time status) in accordance with UC Personnel Policies for Staff Members 2.210 Absence from Work. PTO accrual rates for UC Davis Health Only for non-represented staff in PSS and MSP groups are here while represented staff should refer to their applicable Collective Bargaining Agreement.

University Covered Holidays

To view the UC Davis holiday calendar, please refer to UC Davis Policy & Procedure Manual Section 200-05.

Presentations Corresponding to this Section:

- Academic Leaves Resources - presented by Academic Personnel
- Leave Guidelines – presented by Academic Personnel

Medical and Graduate Education

Office of Medical Education (OME)

UC Davis School of Medicine Curriculum Overview: Educational Mission, Key Features and Phases

Graduate Medical Education (GME)

The Mission of the Graduate Medical Education Program at UC Davis is to maintain an academic environment committed to the highest standards in education and medical care that would foster excellence in the education of physicians during residency training, therefore contributing to the health of the public, and to support the graduate medical education programs at the UC Davis School of Medicine.

Residents and Fellows

UC Davis School of Medicine offers a variety of residency and fellowship programs through our clinical departments. Also see Resident Medical Staff Personnel Policy Manual.

Graduate Studies

The Office of Graduate Studies ensures the equitable administration of policies governing graduate studies across UC Davis schools and colleges. They operate as a central hub for the various campuses, guiding and supporting graduate students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. They provide academic, financial, personal, and professional support services that support the success and well-being of UC Davis graduate students and postdoctoral scholars.

There are many resource guides to choose from:

- Faculty and Staff Resources for Graduate Advisors
- Graduate Groups and Programs
- Graduate Student Resource Guide
- Postdoctoral Scholar Resource Guide

Research/Teaching/Clinical/Service Mission

Research

The School of Medicine Office of Research manages research awards and proposals, oversees laboratory safety and research space, and provides researchers with guidance and support for grant submissions. It also facilitates industry alliances and program evaluation and offers pre-award support to departments and research centers. Also see School of Medicine Research Centers and Programs.

The Office of Research has partnered with Cayuse SP for submitting and preparing grant proposals through Grants.gov. Learn more about Cayuse SP.

Institutional Review Board (IRB)
The UC Davis Institutional Review Board (IRB) is responsible for oversight of research involving human participants. Visit this site for the most up-to-date requirements.

IRBNet is the home of electronic IRB submissions driving compliance and productivity tools supporting your IRB, IACUS, IBC, COI, and other Boards with a unified solution.

The Collaborative Institutional Training Initiative (CITI)
The (CITI Program & Training) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Clinical and Translational Science Center
The CTSC supports various programs and serves as a catalyst to support biomedical research projects by providing services and resources to investigators, staff, scholars, trainees and community partners. See the list of current clinical trials.

A Guide to Research compliance and other links and resources are provided by the Office of Academic Affairs. Also see APM 028 Disclosure of Financial Interest in Private Sponsors of Research and APM 190 Appendix B Integrity in Research.

Teaching

A comprehensive list of educational resources is found on the UC Davis Health Insider website. MedHub is the preferred evaluation program.

Clinical

A comprehensive list of clinical resources is found on the UC Davis Health Insider website.

- Medical Staff privileges/credentialing/bylaws
- EMR Access / EMR Help
- HIPAA Tracking and Disclosures
- Interpreting and Translation Services

The Medical Board of California is a resource for Physician and Surgeon's license verifications, applications, and forms.

The Medical Board of California issues Special Permits to international physicians who are not currently eligible for a Physician's and Surgeon's License in California.

Permit Eligibility:

- They must be sponsored by a medical school, hospital, or an approved fellowship training program in California.
- These permits authorize the practice of medicine only within the sponsoring medical school and any of its affiliated institutions.
- Depending upon the type of Special Program, there may be supervision requirements, limits on permitted activities, or eligibility limits based on U.S. citizenship.

Patient Experience

The patient feedback survey environment, development of educational materials and events related to service and experience, support UCDH experience roadmap, development and implementation of design thinking tools and frameworks, and leader and front-line improvement coaching and support. Also see UCDH Guiding Principles

University and Public Service

Faculty holding administrative appointments are governed by APM 241 Faculty Administrators. Appointments can be voluntary or incentivized with a special APU, buy-out time, increase to HSN, or stipend. Also see Administrative Action Toolkit for required appointment/reappointment process, delegation of authority, term limits, and required documents for the following titles:

Faculty Administrative Academic Appointments:

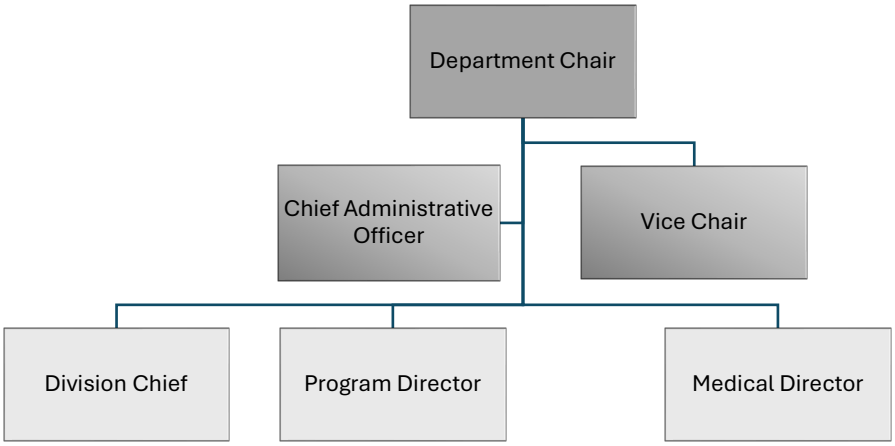
- Acting and Associate Deans APM UCD 240
- Department Vice Chair, APM 245A II.C
- Graduate Group Chair, APM UCD 245B, Exhibit A
- Center Director/Associate Director APM 241
- The Director of an Organized Research Unit (ORU) APM 241-24.b

- Department level Program Directors
- Endowments (Professorships and Chairs) APM191, APM UCD 191 and APM 265 Presidential Chair. More information on endowments is also found in the Recruitment Toolkit.

Faculty Leadership Roles:

- Division Chief is an appointment made by the Department Chair. This is not a formal academic appointment.
- Medical Director appointments are made through the hospital via Memorandum of Understanding.

School of Medicine Department structure may vary by department.



Departmental Committee Service

Faculty are expected to contribute to service to the department, the School of Medicine, the university, the profession, and the community in some combination. Junior faculty may serve on committees at the department level. As a faculty member's rank and step increase, expectations for service will rise commensurately.

Compliance

Ethical Standards and Quality Care

Office of Campus Counsel and Compliance and Privacy Services aims to promote compliance by providing workforce members with relevant education, timely responses to compliance and privacy issues, and establishing and maintaining effective lines of communication for good faith reporting of compliance concerns.

Conflict of Commitment and Outside Professional Activities

The University of California APM 671 Conflict Outside Professional Activities (Comp Plan) and the disposition of income earned from outside professional activities provides guidance for the identification and management of outside professional activities in order to avoid conflicts of commitment, while assuring that Health Sciences Compensation Plan participants may engage in a wide array of outside activities without unnecessary limitations. This policy is specific to faculty members who are participants in the Health Sciences Compensation Plan. Faculty members who are not participants in the Health Sciences Compensation Plan are subject to the provisions of APM 025 Conflict of Commitment Outside Activities and APM UCD 025 Conflict of Commitment and Outside Activities for Faculty Members. Also see APM 028 Disclosure of Financial Interest in Private Sponsors of Research. Activities are reported in the OATS system.

Reporting instructions for Department Chairs and Associate Deans (OPA).
Additional resources and frequently asked questions for reviewers and approvers.

The approval authority for outside professional activities (OPA) resides with the Provost. It is imperative to obtain prior approval before engaging in Category I activities.

Presentations Corresponding to this Section:

- Conflict of Commitment & Leaves (APM 025/671) and OATS - presented by Wendy Lilliedoll - UC Legal for UC Davis Office of Campus counsel, Binnie Singh - Assistant Vice Provost, Academic Affairs, and Kimberley Poole - Co-Director of Academic Personnel, Academic Affairs, Academic Affairs
- OATS Reporting for Health Sciences Compensation Plan Members – presented by Stephen Green, Executive Academic Compliance Director, Academic Personnel

Staff Physicians

Access to the online report tool is sent directly from the Office of Academic Personnel to staff physicians with their annual reporting obligations.

Global Affairs

Global Affairs connects UC Davis with the world to inspire and advance global curiosity, understanding and engagement. We welcome more than 9,000 international students, scholars, and leaders from over 100 countries annually; support thousands of students, faculty, and staff to learn, teach and research globally; and facilitate equitable partnerships that engage the UC Davis community in global action. We are committed to developing solutions for our most pressing global challenges and preparing all students to become the collaborative and inclusive leaders of tomorrow. In 2024-25. Global Affairs celebrated 25 years of catalyzing global engagement.

Presentations Corresponding to this Section:

- Introducing Global Affairs and Public Scholarship and Engagement- presented by Michael Rios, Vice Provost, Public Scholarship and Engagement, and Joanna Regulska, Vice Provost and Dean, Global Affairs.

International Students and Scholars

Services for International Students and Scholars SISS Services for International Students and Scholars (SISS) serves approximately 2,200 UC Davis international scholars from nearly 100 countries. The scholar community includes short-term visiting scholars and postdoctoral scholars, and full-time career researchers and faculty. Host departments work closely with SISS to invite international scholars and ensure they have completed all required visa and immigration paperwork, the first step in the successful integration of an H-1B worker, J-1 Exchange Visitor, or other international visitors within our community.

International Observership offers clinical observing and research opportunities. This program is designed for currently practicing clinicians and is not suitable for students, recent medical school graduates (within the last 5 years) or individuals seeking residency opportunities or letters of recommendation.

Mandatory Annual Trainings

Register and take virtual training online at UC Learning Center (LMS). See a comprehensive list of required attendees at UC Davis Health Administrative Policy Attachment 1007(2). Faculty will not be eligible for Z-payment unless they are compliant with all mandatory training requirements and good standing policy.

UC General Compliance Briefing: UC Ethical Values and Conduct
Privacy and Security
UC Davis Health General Compliance Training
New Employee Welcome
UC Davis Health New Provider Billing Compliance Training
Mandatory Annual Training Manual Required by The Joint Commission
UC Cyber Security Awareness Fundamentals
UC Sexual Harassment Prevention
New Employee Benefits Orientation (*recommended)*
Boundaries Training for Patient Care Providers/Chaperone Video Training
Workplace Violence Prevention in Healthcare
UC Abusive Conduct in the Workplace
Proper Waste Disposal Training

Faculty Professional Development

The UC Davis Health Faculty and Professional Development Program is committed to delivering high quality training and resources for UC Davis Faculty, health professionals and students. Our offerings derive from our core missions: Education, Research, Clinical Care and Service. Our faculty trainers are subject matter experts that aim to provide timely and relevant programs, courses, and individual sessions through multiple modalities to ensure access for all learners. We collaborate with other Institutional and National entities that align with the mission of UC Davis Health to ensure continuous quality improvement of our programming. Our training includes online self-paced interactive modules, webinars, mentoring and networking gatherings, high-engagement workshops, and cohort learning. Through our commitment to faculty growth, we hope to contribute to the best possible experiences faculty and health learners and for patients by ensuring health equity, superb clinical outcomes, educational excellence, and research quality that define UC Davis Health.

UC Davis Health Dean's Awards recognize School of Medicine faculty and interdisciplinary teams who have demonstrated outstanding achievement in a particular area.

The UC Davis Health Continuing Medical Education (CME) program supports UC Davis Health's commitment to “improving lives and transforming health care.” The program is located within an academic health system, making us uniquely qualified to support and influence the continuum of educational activities of physicians from post-baccalaureate to clinical practice.

Branding and Communication Tools

Public Affairs and Marketing Communication Tools
School of Medicine Stats and Figures
University of California Facts and Figures 2026

Emergency Services

Academic and Staff Assistance Program (ASAP)
Crisis Prevention Training
Crisis Support
Emergency Preparedness
Emergency Services WarnMe
Infection Control
Safety Services at UC Davis
Substance Abuse
UC Davis Health Police Department

General Resources

Blaisdell Medical Library
Employee Resource Groups
Faculty Parent Support Group
Innovation Technology (IT)
Maps and Directions
News and Updates for UC Davis Health
Parking and Transportation Services
Plant Operations and Maintenance Service Requests
Space and Facilities
UC Davis Health Clinical Strategic Plan
UC Davis Directory
UC Davis Health Insider
UC Davis School of Medicine Strategic Plan
Whistleblower
Work Life Programs

Separation Policies

Department Off-Boarding Checklist