



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

#### Section: 230-279

Effective: 07/01/2017

Supersedes: New

Review Date: 07/01/2020

Issuance Date: 03/31/2020

Issuing Office: [Academic Personnel Services](#)

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### APPOINTMENT AND PROMOTION VOLUNTEER CLINICAL PROFESSOR SERIES

PPM 230-279, Volunteer Clinical Professor Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 279](#), Volunteer Clinical Professor Series. For reference, subsections of PPM 230-279 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-279-0 Policy

Appointees in the Clinical Professor series are community volunteer clinicians 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.

For an individual who is employed by the University as a staff physician or clinician or who holds a clinical appointment paid by an affiliated site, a concurrent without salary appointment should be made in the Health Sciences Clinical Professor series (see APM - 278) not in the volunteer Clinical Professor series.

An appointment in the Clinical Professor, Voluntary series does not create an employment relationship with the University of California, San Diego.

#### PPM 230-279-8 Types of Appointment

APM 279-8

#### PPM 230-279-10 Criteria

An appointee must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and board certification to practice in their field and active membership as a Medical Staff member, or the equivalent, and must contribute significantly to the clinical teaching program. 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.

Clinical competence and excellence in teaching will be the primary basis for appointment, reappointment, and promotion in this series. Clinical competence should be determined by primary verification of licenses, written peer recommendations from recent 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, and 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. If the individual has participated in professional organizations, University and community service, and/or research, a description of these activities should be included in the appointee's personnel file as part of the review material.

**PPM 230-279-17 Terms of Service**

APM 279-17

**PPM 230-279-20 Conditions of Employment**

An appointment in this series with a specified ending date expires by its own terms on that date. Written notice should be provided when the appointment is not renewed. It is within the University's sole discretion not to reappoint an individual. APM - 137, Non-Senate Academic Appointees/Term Appointment, does not apply.

An appointment may be terminated before the ending date for cause, such as failure to serve the required minimum number of hours, or when in the judgment of the Dean, upon the recommendation of the chair, there is no longer a need for the appointee's services or the conduct or performance of the appointee does not warrant continued appointment with the University. The Dean shall give the individual 30 (thirty) days 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.

An appointee may present a written complaint about their appointment or early termination of their appointment to the Chancellor for administrative review. A complaint must be filed within 30 (thirty) calendar days from the date on-which the appointee knew, or could reasonably be expected to have known, of the event or action that gave rise to the complaint. The Chancellor shall consult with the appropriate University official, such as the department Chair or Dean, and shall make a written response to the appointee. The written response shall normally be made within 90 days of the receipt of the complaint. APM - 140, Non-Senate Academic Appointees/Grievances, does not apply to appointees in this series.

**PPM 230-279-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

**PPM 279-75 University Defense and Indemnification**

APM 279-75

**REVISION HISTORY**

July 01, 2017	This policy was made effective.
April 18, 2018	Minor technical edits to update policy hyperlinks.
March 31, 2020	Technical edits to remove gendered language.