Department of Anesthesiology and Pain Medicine

UC Davis Medical Center

Candidate Statement FAQ's

What is the difference between a merit and a promotion?

Merit:
- Definition: A step increase within your rank.
  - The 3 ranks are Assistant, Associate and (full) Professor.
  - Steps Overview:
    - Assistant: Steps 1-6
    - Associate: Steps 1-5
    - Professor: Steps 1-9.5
- Merit Example:
  - Health Sciences Associate Professor, Step 2 to Health Sciences Associate Professor, Step 3
- Review Frequency:
  - Assistant and Associate Professors, Steps 1-3: every 2 years
  - Associate Professors, Steps 4-5 and (full) Professor: every 3 years
- Review Periods:
  - 1st merit after appointment: Review period includes everything since the date the candidate was appointed.
  - Merits at all professor levels: Review period includes everything since the previous the last action was completed.
  - Barrier Step Merit (Full Professor, Step 6): Review period includes everything since the candidate received their Professor rank.
  - Above Scale Merits (above 9.5): Review period includes everything since the candidate received their Professor rank.
- Example of a Review Period:
  - Proposal: Professor Step 3.5 to Professor Step 4.5
  - Last Action: Merit, July 1, 2017
  - Effective Proposal Date: July 1, 2020
  - Review Period: July 1, 2016 – June 30, 2019

Promotion:
- Definition: Moving up in professor rank
  - The 3 ranks are Assistant, Associate and (full) Professor.
  - Steps Overview:
    - Assistant: Steps 1-6
    - Associate: Steps 1-5
    - Professor: Steps 1-9.5
- Promotion Example:
  - Health Sciences Associate Professor, Step 3 to Health Sciences Professor, Step 1

- Eligibility for Promotions: Professors are eligible for promotions at the following Rank and Steps below.
  - Assistant, Steps 4-6
    - Faculty engage in the promotion process at Step 4
  - Associate, Steps 3-5
    - Faculty can promote at Step 3
      - Strongly recommended
- Review Periods:
  - Promotion from Assistant to Associate: Review period includes everything since the candidate received their terminal degree (Ex. MD or DO).
  - Promotion from Associate to Professor: Review period includes everything since the candidate received their Associate rank.
- Example of a Review Period:
  - Proposal: Assistant Professor Step 4 to Associate Professor Step 1
  - Last Action: July 1, 2019
  - Effective Proposal Date: July 1, 2021
  - Review Period: Terminal Degree – June 30, 2020
- Considerations:
  - Promotions to Associate Professor rank is not guaranteed and faculty should work closely with their mentor and Chair. Failure to promote to Associate Professor, regardless of the series, results in non-reappointment.
  - All items must be relevant to the time period under review. Your academic personnel coordinator will send you the template of the candidate statement with your eligible action and review period
  - Further information can be found at APM-220
    - https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-220.pdf

Barrier Step:

- Faculty who are at the Professor, Step 5 or Step 5.5 and eligible for a merit increase to at least Professor, Step 6.
  - Review Period: Promotion to Professor
  - May include Letters of Reference – check with your academic personnel coordinator

What needs to be included in my candidate statement?
- Scholarly and Creative Activities
  - Publications
    - Peer Reviewed
      - Indexed in Pub Med
      - Must have doi or PMID number
      - Provide your contribution to the publication and significance of the publication
  - Limited Distribution
    - These are non-indexed items
    - Not found in Pub Med

- These can be syllabus, SEE questions, board examination questions, UCDMC/UCDHS/UCDCH policies and procedures
- Provide your contribution and significance – patient care, educational
  - o Presentations
    - Departmental Grand Rounds
    - Society Conferences
    - National Conferences
    - Workshops – number of attendees need to be included
    - If not departmental, make sure you receive evaluations. This is an area where your academic personnel coordinator can help.
    - Regardless, provide number of attendees and the significance.

  - o CQI/Clinical Research (unfunded)
    - Clinical Research Projects
    - QI Projects
    - Can be individual or collaborative
    - What was your role?
    - What is the outcome?
    - Can be IRB approved – if so, must provide Protocol Number

  - o Grants/Contracts (funded)
    - Must be funded with an amount and beginning and ending date
    - Must provide IRB Protocol Number
    - Provide your role and your contributions
    - You must be listed on the protocol
    - Purpose/Goal of the funded research

- Education
  - o Are you mentoring medical students? Residents? Fellows? Junior Faculty?
    - These do not have to be a formal relationship but can be giving guidance on career, scholarly activities, developing niche within the department, SIG, or student run clinics. Was mentoring provided during a specific rotation?

- Service
  - o List out all service activities during the time under review and the role that you play. What are your contributions? Are you impacting policy? If possible, what is your commitment and the number of hours that you spend on your service activities. Indicated your role – Chair, Co-Chair, Director, Co-Director, member, consultant.
    - Departmental
    - School of Medicine
    - Medical Center/Health System
    - Local/Regional
    - National

- Contributions to Diversity
  - What are you doing to promote diversity within the School of Medicine, the Medical Center or within the department.
  - Are you active in regional of national diversity organizations?

*Note: Following each section above, you must provide an impact statement. An impact statement is the impact as a result of your efforts. The impacts of your efforts can be towards the department, university, clinical care, community, etc.
- Example of impact: By volunteering at UC Davis student-run clinics on a monthly basis, I assist the Sacramento community by providing free health care to the uninsured, low-income, and impoverished populations.

How do I know what step to ask for?

- Consult with your mentor, a trusted colleague and the departmental Chair at your Annual Chair One on One. Keep in mind that requesting a 1.5 requires you to demonstrate OUTSTANDING work in one specific area. If you request a 2.0 step, you must provide convincing evidence of OUTSTANDING work in two specific areas.
- Unfortunately, there are no policies available to guide you but receiving feedback from your mentor, colleague(s) and the Chair will assist you. Also, if you have received a 1.5 step during the last time your packet was reviewed, it is extremely difficult to receive another one in the next cycle.

Who reviews my packet?
- Your packet is reviewed by the Department of Anesthesiology Faculty Merits and Promotions Review Committee. Your packet is assigned to a committee member for review and is discussed at a meeting. Your reviewer will provide you with feedback with the goal of making your packet stronger. Once you have approved your final packet and candidate statement, your packet is then sent out for vote by your departmental colleagues. It is then submitted to Academic Personnel for review.