



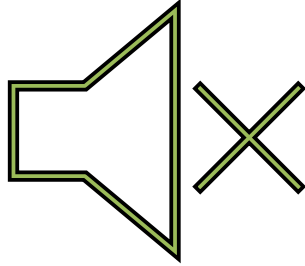
Academic Personnel Monthly Information Session

Volunteer Clinical Professor Annual Call FY 2025-2026

Presenters: Mindy Roush, Suresh Narayan & Amy Edwards

Date: March 25, 2025

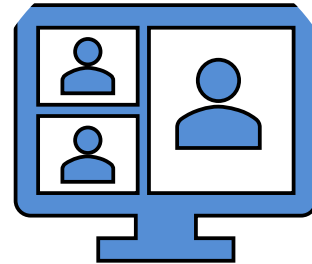
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



- **VCP Annual Call**
 - Appointments
 - Reappointments
 - Promotions
 - Terminations

- **Questions & Answers**

Volunteer Clinical Professor (VCP) Annual Call 2025 - 2026

- VCP Annual Call 2025-2026 will be issued via email this week.
- Individual department rosters will be sent directly to department admins no later than Thursday, March 27th.
- Please direct any questions to your department's assigned AP non-faculty analyst.

VCP Appointments

Appointment Information

- Current appointments should be effective July 1, 2025.
- Appointments may not commence until employment disclosure clearance is received, the oath/patent is signed, and the I-9 section 1 is completed.
- Appointment requests are accepted throughout the year. Retroactive appointments should be rare and will only be processed with employment disclosure clearance, and oath/patent and I-9 compliance.
- Appointment length may be for up to 5 years.
- All appointments must end on June 30.
- Most new appointments are at Assistant rank. However, depending on the appointee's experience and employment history, they may be appointed at Associate or Full rank.

VCP Appointments

Appointment Process

- Appointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter requesting the appointment
 - Candidate CV
 - VCP application
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
 - Signed Authorization to Release Information Form
- After the Exemption has been submitted, please submit a completed background check request form to our shared email address HS-SOMAPTeam@ucdavis.edu with cc to your AP non-faculty analyst. This email should also include your Tracker I-9 request.
- After the AP non-faculty analyst has approved the exemption, the Dean's Office will submit the hiring survey to initiate the employment disclosure process.

VCP Appointments

Appointment Process (continued)

- The department contact will be notified by the AP Dean's Office when the employment disclosure clearance is received. Your AP non-faculty analyst will provide the department contact with the clearance within 24-hours of receipt (business days).
- Once the Exemption has been approved and the department has received the employment disclosure clearance, please submit an onboarding case in AggieService to initiate data entry into UCPath. Please include the Exemption EXR # in the case comments and upload the employment disclosure clearance to the case.
- Please email all onboarding docs to your AP non-faculty analyst.
- Appointment letter will be created by AP and sent to department admin for issuance to the employee.

VCP Reappointments

Reappointment Information

- Current reappointments should be effective July 1, 2025.
- Please submit reappointment requests at least 1 month prior to the end date of the appointment.
- Reappointment length may be for up to 5 years.
- All reappointments must end on June 30.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.
- Title change to Clinical Instructor is permitted at time of reappointment if the required teaching hours will be 49 hours or less for the reappointment period.

VCP Reappointments

Reappointment Process

- Reappointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair reappointment letter or reappointment request included in the “Additional Details” section under “Department comments”
 - Candidate CV
 - VCP Hours Worksheets for the past 5 years or since Appointment if less than 5 years
 - Note that departments using the VCP portal to track teaching hours do not need to upload VCP Hours Worksheets. Instead, please include the statement, “Teaching hours have been verified in the VCP portal. Department certifies that the employee has met the minimum number of hours.”
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # in the case comments.
- Reappointment letter will be created by AP and send to department admin for issuance to the employee.

VCP Promotions

Promotion Information

- Candidates may be considered for promotion after 10 years at the rank of Volunteer Assistant Clinical Professor and after 10 years at the rank of Volunteer Associate Clinical Professor. Candidates with fewer than 10 years of service may be considered for promotion on an exceptional basis.
- Promotions should be effective July 1, 2025.
- Promotion actions include reappointment. Maximum reappointment length of 5 years and June 30 end date apply.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.

VCP Promotions

Promotion Process

- Promotion requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter which must include evaluation of clinical competence and excellence in teaching
 - Candidate CV
 - VCP Promotion Proposal Form
 - VCP Hours Worksheets for the past 5 years or since Appointment if less than 5 years
 - Note that departments using the VCP portal to track teaching hours do not need to upload VCP Hours Worksheets. Instead, please include the statement, “Teaching hours have been verified in the VCP portal. Department certifies that the employee has met the minimum number of hours.”
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)

VCP Promotions

Promotion Process *(continued)*

- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # and new title/job code in the case comments.
- Promotion letter will be created by AP and sent to department admin for issuance to the employee.

VCP Terminations

Non-Reappointment

- VCP appointments have a specified end date. These appointments expire on their own terms on that date (June 30) and written notice of termination is not required.
- It is within the University's sole discretion not to reappoint an individual.

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 Dean 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.
- In the case of early termination, a 30-day notice is required.
- VCP 30 Day Termination Letter template is available on our website.
- Early terminations will not be processed without a 30-day notice letter and proof of issuance to the employee.

VCP Terminations

Termination Process

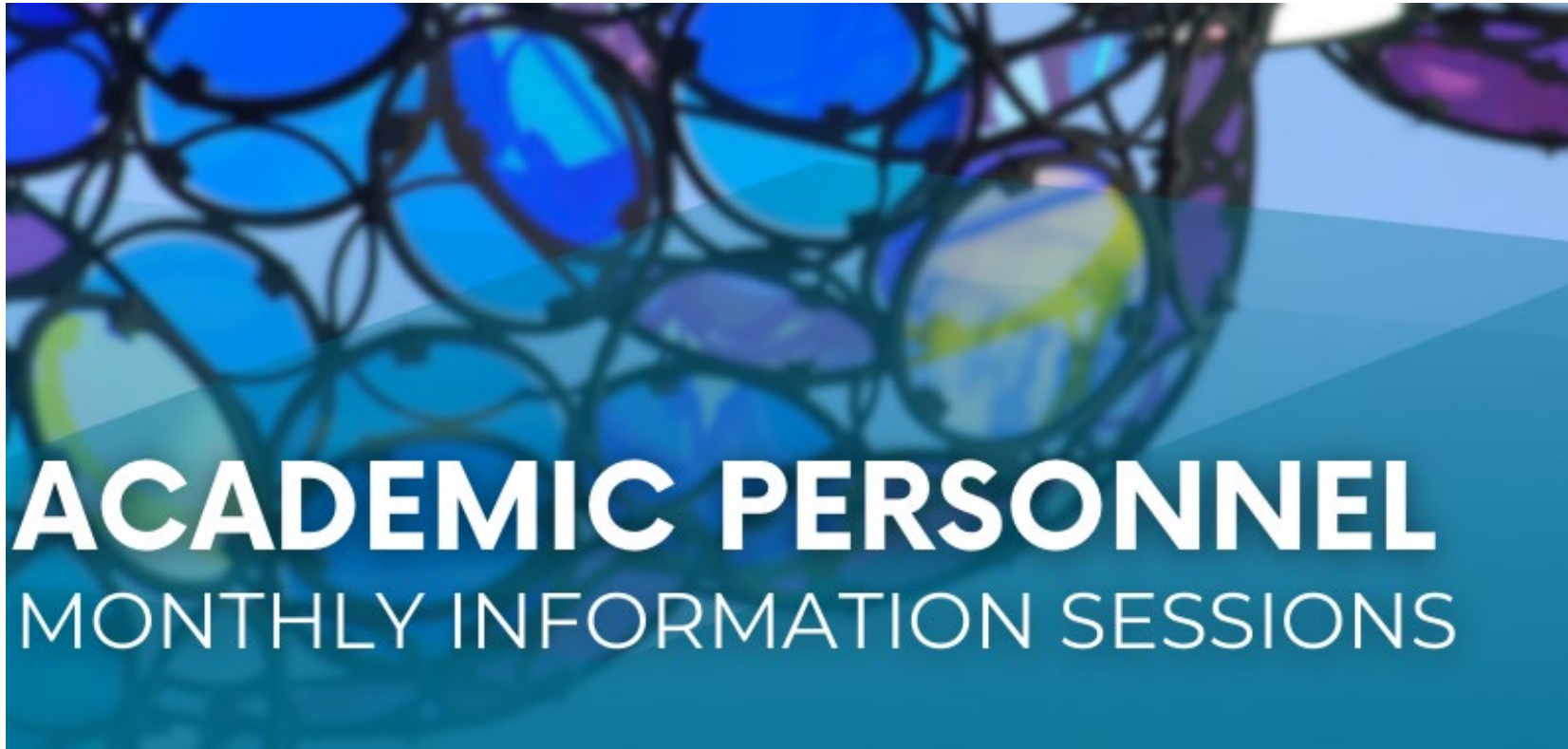
- VCP appointments are not set to auto-terminate.
- A Termination case is required in AggieService to initiate termination in UCPath and to separate the employee.
- No attachments are required for terminations processed on their specified end date.
- Attachments are required for early termination requests. Attachments should include the 30-day notice letter and a PDF of the email showing issuance to the employee.

- [Volunteer Clinical Professor | Academic Personnel | UC Davis School of Medicine](#)
- VCP Guidelines: [SCHOOL OF MEDICINE \(ucdavis.edu\)](#)
- APM 279, includes Appendix A Attestation Form: [APPOINTMENT AND PROMOTION NEW POLICY SECTION \(ucdavis.edu\)](#)
- Employment Disclosure Requirement Process: [Employment Disclosure Requirement Process | Academic Affairs](#)

Questions



Upcoming Session – Tuesday, April 29, 2025



Thank you for your attendance today!