



DEPARTMENT OF NEUROLOGY
REED NEUROLOGICAL RESEARCH CENTER
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DAVID GEFFEN SCHOOL OF MEDICINE AT UCLA
DEPARTMENT OF NEUROLOGY VOLUNTARY FACULTY ASSOCIATION

POLICIES AND PROCEDURES

ARTICLE I
GENERAL

Section 1: Name

The Committee overseeing the Voluntary Faculty Association shall be known as the UCLA Department of Neurology Voluntary Faculty Appointments and Promotions Committee.

Section 2: Purpose

The Committee shall review dossiers submitted by applicant sponsors for the appointment and promotion of voluntary clinical faculty, and shall oversee the process of continuation, renewal, and separation of voluntary faculty. The committee shall also develop policies and procedures pertaining to the criteria for appointment, re-appointment and promotion of voluntary faculty; periodically review the teaching and departmental activities of voluntary faculty; and recommend continuation or separation of voluntary faculty based on minimal criteria of participation, quality of teaching, service, merit, and departmental needs.

ARTICLE II
COMMITTEE MEMBERS

Section 1: Committee Membership

Voting members shall include the Program Directors (or their designate) at each UCLA Department of Neurology site, which include:

UCLA Center for Health Sciences; Olive View-UCLA Medical Center; West Los Angeles VA Medical Center; Sepulveda VA Medical Center, Santa Monica-UCLA Medical Center, Harbor-UCLA Medical Center, and at least three voluntary clinical faculty members appointed by the Committee Chair.

The Chair of the Department will appoint the Committee Chair for a period of three years.

Section 2: Term of Service

Members, with the exception of the Chair and Vice-Chair, shall serve a three-year term, renewable at the discretion of the Department Chair.

Section 3: Meetings

The Committee shall meet at least twice per academic year. Members shall be notified of meetings at least two weeks in advance of the meeting.

ARTICLE III
COMMITTEE DUTIES

Section 2: Policy and Procedures

The Committee shall review dossiers submitted by applicant sponsors for the appointment and promotion of voluntary clinical faculty. Committee recommendations shall be forwarded to the Faculty Executive Committee for approval.

The Chair of the Committee is responsible for notifying all applicants and sponsors by mail of the Committee's decision regarding appointment or promotion.

Sponsors shall propose voluntary clinical faculty members for appointment or advancement to the various clinical faculty levels.

Sponsors must be one of the following individuals:

1. Vice Chairs or Service Chiefs at
 - a. West Los Angeles Veteran's Affairs Medical Center
 - b. Sepulveda Veteran's Affairs Medical Center
 - c. Olive View-UCLA Medical Center
 - d. Harbor-UCLA Medical Center
 - e. Santa Monica-UCLA Medical Center
2. Residents' Continuity Clinic Supervisor
3. Chair
4. Associate Dean of Students (for UC Riverside Based Faculty)

The Committee reviews all submitted dossiers only after recommendation of a sponsor and initial review by the committee chairs.

Section 3: Dossiers

Dossiers for appointment and promotion must include the following:

- A. Letter from sponsor addressing:
 - a. Need for position at proposed site
 - b. Background of proposed candidate
 - c. Candidate's proposed role at UCLA and/or UCLA affiliate
 - d. Date of original appointment and/or previous faculty titles
 - e. Letters of recommendation (see Article V for the required number at each step)
- B. Verification of California licensure
- C. Drug Enforcement Administration certification
- D. Statement of Board Certification or eligibility
- E. Curriculum vitae
- F. If available, teaching documentation to include: *
 - a. Documentation of quantity and quality of teaching contributions which should include:
 - i. Nature of teaching (lectures, attending rounds, supervision of procedures, laboratory or research supervision, preceptorship, medical school course)
 - ii. Location of teaching (UCLA and/or teaching affiliate)
 - iii. Teaching setting (clinic, ward, lecture hall, conference room, special procedure room, operating room, laboratory, private office, etc.)
 - iv. Dates of teaching

- v. Number of trainees taught and their level of training (medical students, house officers, post-graduate fellows, etc.)
- vi. Total number of hours devoted to teaching in each academic year. Twenty hours of teaching Neurology residents at a UCLA Department of Neurology affiliated and approved facility is required.
- vii. Teaching evaluations from medical students, house officers, post-graduate fellows, others (minimum of six teaching evaluations, preferably 12); the dates of the teaching evaluations should be current, as well as representative of the duration of the candidate's appointment at his/her current rank, teaching evaluations may be provided on a special evaluation form or in a personalized letter; summary data should be provided for evaluations of lectures and participation in medical school courses.

*Dossiers, which lack the above, specified documentation, exclusive of teaching documentation for candidates who have had no previous teaching experience (i.e., private practice or recent completion of residency training), will be considered incomplete and will not be evaluated by the Committee.

Section 4: Application Procedure

Candidates or their sponsor seeking initial appointment to UNVFA should submit a letter and curriculum vitae to Neurology Human Resources. The UNVFA Appointments and Promotions Committee Chair and Co-Chair will review the letter. Only after review of the request and at the discretion of the Chair and Co-Chair, an invitation may be extended to the applicant to complete the application process. Once such offer is extended, the candidate will be informed of the requirements listed in Article III, Section 3.

Section 5: Approval

The approval of the Chair of the Department, the Chair of the Committee, or the Co-Chair of the Committee is required to appoint individuals to the Clinical Instructor level. The UCLA School of Medicine Voluntary Clinical Appointments and Promotions Committee must approve all other appointments for Appointments and Promotions.

ARTICLE IV OTHER

Section 1: Inactive Status

Inactive status may be accorded to a voluntary clinical faculty member who has:

- A. Attained the age of 60, provided 20 years of active service, or developed a disability preventing further service; and
- B. Met expectations for participation in the teaching program at UCLA and/or affiliated institution.

This status may be awarded upon nomination by a department chair, approval of the UCLA School of Medicine Voluntary Clinical Promotions and Appointments Committee, and final FEC approval.

Section 2: Honorary Status

Honorary Status may be accorded to a voluntary clinical faculty member who has fulfilled criteria for inactive status, and, in addition, is deemed "meritorious" as a result of:

- A. Participation in the teaching program at UCLA and/or affiliated institution beyond the usual and expected; and
- B. Significant and unusual leadership in support of UCLA and/or affiliated institutions; and/or attained leadership status at regional, and/or national levels; and/or exhibited productivity in research.

This status may be awarded upon nomination by a department chair, approval of the UCLA School of Medicine Voluntary Clinical Promotions and Appointments Committee, and final FEC approval.

Individuals in both of these categories may have their medical school appointment continued. They shall not be required to participate in the teaching program. However, voluntary clinical faculty with honorary status, in particular, should be available for membership on committees, special lectures, participation in post-graduate teaching activities, and other such specialized activities when invited to participate.

Section 5: Appeal Process

Department: If a candidate's proposal for appointment or promotion is rejected, the department chair may appeal for reconsideration to the UNVFA committee; additional documentation in support of the proposed appointment or promotion may need to be provided. If upon reconsideration by the departmental committee, the proposed appointment or promotion is again rejected, the department chair may appeal the decision to the School of Medicine Faculty Executive Committee. It is anticipated that the FEC would consult with the UCLA School of Medicine Voluntary Clinical Appointments and Promotions Committee for advice in this matter. The FEC has final authority. A similar appeal process may be followed by clinical faculty members at the rank of Associate or Full Professor who believe that their appointment termination was not warranted.

Section 5: Confidentiality

The UCLA Department of Neurology Voluntary Faculty Appointments and Promotions Committee fully supports and complies with University confidentiality standards.

Section 6: Leave of Absence

The department, if justifiable, for either health, educational, or personal reasons, may grant a leave of absence for a specific time interval.

Section 7: Maintenance/Termination of Appointment

Teaching contributions of all voluntary clinical faculty members should be reviewed bi-annually by the department. Failure to satisfy departmental requirements for teaching contributions in time, effort and quality for the period under review shall result in non-renewal or termination of appointment. The Department Chair and the School of Medicine Voluntary Clinical Appointments and the Promotions Committee shall be notified by the departments of all voluntary clinical faculty members whose appointments are terminated and the reasons for such termination.

Section 8: Academic Title of Voluntary Clinical Faculty

The academic title of voluntary clinical faculty shall be Assistant/Associate/Clinical Professor (Without Salary) for internal uses, such as official university records and the academic personnel process. For other uses, including correspondence, the voluntary clinical faculty title shall be Assistant/Associate/Clinical Professor (Voluntary).

Section 9: Staff

A Department staff person shall assist the Committee in its responsibilities. Duties include: receipt of voluntary clinical faculty dossiers; review of dossiers for completeness; interaction with the Committee; scheduling of meetings; distribution of dossiers to Committee members including assignment of primary and secondary reviewers; certifying Committee vote; drafting correspondence.

Section 10: Approved Sites for Voluntary Faculty Activity

A minimum of 20 hours of teaching UCLA neurology residents per year must be performed at one of the following sites:

- UCLA Center for Health Sciences and UCLA Medical Plaza
- Olive View/UCLA Medical Center; West Los Angeles
- VA Medical Center; Sepulveda VA Medical Center
- Santa Monica/UCLA Medical Center
- Harbor/UCLA Medical Center
- UC Riverside Undergraduate Campus (Medical School Neurobiology Curriculum).

With respect to the UC Riverside Undergraduate Campus (Medical School Neurobiology Curriculum), a minimum of 20 hours per year teaching medical students is required.

Teaching activity in offices, other peripheral hospitals or medical centers, or other locations will not be counted towards satisfying the 20-hour minimum service requirement with the following exception:

Upon request of the Chair of the Department and with the approval of the UNVFA Appointments and Promotions Committee, a voluntary faculty member may complete a maximum of 12 hours of the 20 hour minimum service requirement teaching UCLA neurology residents at a location other than at one of the approved sites listed above, with the remaining 8 hours to be completed teaching UCLA neurology residents at one of the approved sites.

Voluntary Faculty assigned to the Westwood Resident Continuity Clinics are expected to gain specialized training with CareConnect, UCLA's electronic health record system. Westwood volunteer faculty are required to attend a three hour CareConnect training to be able to navigate, review and cosign clinical notes. They will be expected at the conclusion of each clinical activity, to review and co-sign the house officer's notes within CareConnect using a linking addendum attestation that he/she was present for the key portions of the visit and agrees with the decision making discussed and with the plan. The CareConnect encounter and notes will be forwarded to the attending faculty of record within a week after the visit and are expected to be reviewed and cosigned within **7 business days** of receiving the note. Appendix A (attached) provides information on signing on to CareConnect (the medical center's electronic medical record system), and instructions on signatures.

Voluntary Faculty must cosign notes and document their presence through the linking note, within this specified period of 7 days. Due to the impact that lack of documentation creates, faculty who fail to cosign three notes within the states period of time, within the Academic Year, will not be reappointed or promoted. Volunteer faculty assigned to serve at the Westwood RCC should commit to previously confirmed assignments. When a situation arises that a volunteer faculty is unable to arrive to their assigned teaching clinics, she/he should notify the RCC Coordinator as soon as possible, but at least within three business days, so we can identify a replacement. Failure to arrive to previously committed assignments, without timely notifications, or arrangements for coverage significantly hinder clinical and educational missions. For this reason, faculty exceeding more than one unexcused "no show" during the academic year, may not be invited to participate as clinic attendings.

Section 11: Approved activities

Teaching of UCLA Neurology Residents, UCLA Housestaff, and UCLA Medical Students is the primary focus of the voluntary faculty. Teaching may take the form of direct supervision in the clinic or inpatient setting, and formal teaching through classroom lectures, seminars, or tutorials.

Section 12: Term of Appointment

The appointment is for two years, and is renewable based on meeting the minimal standards of 20 hours of teaching at an approved site in an approved activity defined in sections 11 and 12. Renewal will take into consideration the quantity and quality of teaching and service (merit), and departmental needs.

According to APM 279-17, Terms of Service, after the initial appointment, there shall be at least a minimal review prior to reappointment that includes evaluation of clinical expertise. Such evaluation must include a written evaluation from the chair or designee of clinical competence. After that review, each appointee shall be reviewed at least every five years.

ARTICLE V GUIDELINES FOR APPOINTMENTS AND PROMOTIONS

Section 1: For Appointment to Voluntary Clinical Instructor

(One-year provisional appointment)

Voluntary Clinical Instructor appointments require that the applicant be Board Certified in Neurology or progressing in the process of obtaining certification, (expected to be obtained within 5 years from completion of training), favorable recognition of professional competence and documentation or evidence of two or more of the following:

- a) Participation in the teaching program at UCLA or a UCLA affiliated teaching hospital.
- b) Participation in UCLA or affiliated teaching hospital rounds.
- c) Potential for professional involvement in research or academic activities.
- d) Involvement in research or patient care activities at UCLA or an affiliated teaching hospital.
- e) Identified need (by the Department Chair) for the position.
- f) A minimum of two letters of recommendation that include reference to candidate's teaching abilities, as well as recognition, leadership, and other professional accomplishments.

Section 2: For Appointment or Promotion to Voluntary Assistant Clinical Professor

Criteria for appointment or promotion to Voluntary Assistant Clinical Professor require American Board of Psychiatry and Neurology certification in Neurology plus documentation or evidence of two or more of the following:

- a) Participation in the teaching program at UCLA or a UCLA affiliated teaching hospital.
- b) Demonstrated professional involvement in research or academic activities.
- c) Involvement in research or patient care activities at UCLA or an affiliated teaching hospital.
- d) Favorable local or regional recognition of professional competence and achievements.
- e) Identified need (by the Department Chair) for the position.

- f) A minimum of two letters of recommendation that include reference to candidate's teaching abilities, as well as recognition, leadership, and other professional accomplishments.

Section 3: For Appointment or Promotion to Voluntary Associate Clinical Professor

Appointment or advancement to the rank of Voluntary Associate Clinical Professor typically occurs after a minimum of eight years service at the Assistant Clinical Professor level.

Criteria for appointment or promotion to Associate Clinical Professor require American Board of Psychiatry and Neurology certification in Neurology plus documentation or evidence of two or more of the following:

- a) Participation and involvement in the teaching programs plus outstanding teaching abilities (documented by letters from students, house officers, colleagues, etc.) or equivalent service as determined by Department Chair.
- b) Significant scholarship as evidenced by research and publications.
- c) Outstanding leadership in supporting the teaching, research and patient care activities at UCLA or an affiliated teaching hospital.
- d) Favorable local or regional recognition of professional endeavors (documented either by letters from professional colleagues attesting to the candidate's leadership in his or her professional field) or by election to offices in, or receipt of significant awards from a recognized local or regional society (or other such recognition acceptable to the Faculty Promotion Committee).
- e) Identified need (by the Department Chair) for the position.
- f) A minimum of five letters of recommendation, two from outside UCLA and affiliates and three from within UCLA and affiliates, that include reference to candidate's teaching abilities, as well as recognition, leadership, and other professional accomplishments.

Section 3: For Appointment or Promotion to Voluntary Clinical Professor

Advancement to the rank of Voluntary Clinical Professor typically occurs after a minimum of six years service at the Associate Clinical Professor level.

Criteria for appointment or promotion to Voluntary Clinical Professor require fulfillment of all criteria required for appointment at the Voluntary Associate Clinical Professor level plus documentation or evidence of two or more of the following:

- a) Teaching input and ability as described above but to a greater degree and for a longer time or equivalent service as determined by Department Chair.
- b) Productivity in research to a greater degree and for a longer time.
- c) Leadership activities to a greater degree and for a longer time.
- d) Favorable national or international recognition of professional endeavors (documented either by letters from professional colleagues attesting to the candidate's leadership in his or her professional field) or by election to offices in, or receipt of significant awards from a recognized national or international society (or other such recognition acceptable to the Faculty Promotion Committee).
- e) Identified need (by the Department Chair) for the position.
- f) A minimum of six letters of recommendation, three from outside UCLA and affiliates and three from within UCLA and affiliates, that include reference to candidate's teaching abilities, as well as recognition, leadership, and other professional accomplishments.

Section 4: Reappointment to Voluntary Faculty

Voluntary faculty appointments are reviewed at intervals of every two years. Review is based on fulfillment of the responsibilities for which they were appointed, and is conducted by a committee of the full time faculty of the Department of Neurology, which includes representation from all affiliated teaching hospitals.

Specific criteria for reappointment are:

- a) Continued need determined by the Department Chair
- b) Continued fulfillment of all criteria required for appointment.
- c) Minimum documented clinical service of at least 20 hours per year (defined as the following: supervision and teaching of residents, medical students, and fellows; service in the FIRM at UCLA or affiliated hospital clinics, inpatient attending, formal teaching of UCLA residents and students,
- d) Full documentation of validated teaching and service hours.
- e) Letters of evaluation from students, residents, service chiefs, and faculty familiar with their teaching.

Section 5. Timing of Review: Initial Appointments, Promotions, and Re-appointments

New appointments and reappointments will be reviewed in the spring of each academic year. For appointment for July 1, materials should be received by May 1. Promotions and re-appointments will be reviewed in the fall. For promotions and re-appointments, materials should be received by October 15.

Section 6: Chair's discretion

Membership as a member of the voluntary faculty is a privilege contingent on service, teaching, and merit. The Chairman of the Department reserves the right to discontinue or not renew the appointment in special situations in consultation with the committee.

