E. Types of Appointments

Faculty appointments will either be Tenure Track, Non-Tenure Track, Clinical Teaching Track, Research Faculty or Clinical Faculty, consistent with Board of Regents policy.

a. Clinical Teaching Track Titles

Persons in the Clinical Teaching Track may hold the following titles:

The Instructor position in the Clinical Teaching Track shall have two categories: one that serves as a terminal position for faculty members with master’s degrees or equivalent in their field who are not eligible for or who do not wish to pursue a position as Assistant Professor, and one as a temporary early career development position for individuals with terminal degrees who desire to become Assistant Professors but have not yet obtained independent funding or demonstrated readiness for consideration as an Assistant Professor.

Senior Instructor title permits higher recognition for higher qualifications or experience and, where applicable, salary than that of instructor.

Assistant Professors in the clinical teaching track are expected to have the terminal degree and have some successful teaching experience. They are expected to teach and/or provide public health or other clinical health care specialties practice-related care.

Associate Professors in the clinical teaching track must have the terminal degree, be well qualified to teach and/or provide public health or other clinical health care specialties practice-related care with considerable demonstrated evidence of successful teaching and demonstrated service.

Full Professors in the clinical teaching track must have the terminal degree, excellent accomplishments in teaching, and/or provide public health or other clinical health care specialties practice-related care, a record of leadership in the school, and a meritorious service record.

F. Faculty Promotion and Tenure

2. Clinical Teaching Track Faculty

Promotion from Assistant to Associate Professor in the Clinical Teaching track requires that the faculty member has met the criteria for Associate Professor
described above (E.3.a.) and has demonstrated meritorious and/or excellent performance in the following criteria: teaching, public health practice/clinical activity; scholarly activity, and service (see below). See Appendix 2 for detailed examples of meritorious and excellent performance in these criteria.

The review for promotion to Associate Professor shall be in accordance with the following guidelines:

<table>
<thead>
<tr>
<th>Excellence in one:</th>
<th>Meritorious in:</th>
<th>Meritorious in two (including the one in which the faculty member is excellent):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Scholarly activity</td>
<td>Teaching</td>
</tr>
<tr>
<td>Public Health Practice/Clinical Activity</td>
<td></td>
<td>Public Health Practice/Clinical Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service</td>
</tr>
</tbody>
</table>

Promotion from Associate to Full Professor requires that the faculty member has met the criteria for Full Professor described above (E.3.a) and has demonstrated excellence and/or meritorious performance in the stated criteria (below). The faculty member whose contributions merit consideration for appointment or promotion to the rank of Professor in the Clinical Teaching Track must have made significant original contributions in the area of his/her expertise.

The review for promotion to Professor shall be in accordance with the following guidelines:

<table>
<thead>
<tr>
<th>Excellence in two:</th>
<th>Excellence in:</th>
<th>Meritorious in three (including the two in which the faculty member is excellent):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Scholarly activity</td>
<td>Teaching</td>
</tr>
<tr>
<td>Public Health Practice/Clinical Activity</td>
<td></td>
<td>Public Health Practice/Clinical Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service</td>
</tr>
</tbody>
</table>

5. **Probationary period and timeline for promotion**

Review for promotion to Associate Professor in the tenure-track, clinical teaching track, and research series may occur whenever the faculty member meets the specified criteria, but normally the review must begin by the beginning of the seventh year of service as Assistant Professor. This seven-year probationary period will be prorated based on the percent effort of the faculty member. Formal leave taken by the faculty member will not be counted in the seven-year probationary period.
Faculty members who are not promoted to Associate Professor during the seventh year at the rank of Assistant Professor will be given one year's notice of non-renewal.

An extension of up to three years to the seven-year probationary period will be granted as follows: a) any Assistant Professor may submit a letter to the Dean requesting up to a three-year extension; b) prior to submission of the request, the Appointments, Promotion and Tenure Committee must review and provide a written evaluation of the faculty member’s readiness for promotion; and c) the Chair of the department must concur with the request for extension. The request for an extension will be granted, so long as the letter is submitted prior to the start of the scheduled review cycle for promotion by the Appointments, Promotion and Tenure Committee. Valid reasons for an extension might include interruption of one’s career because of illness or family obligations, significant change in career focus, assumption of major administrative, teaching or research responsibilities, etc. If an extension is denied by the chair, the faculty member may appeal to the Dean. An individual granted an extension to the probationary period shall not be subject to additional scholarship, teaching, research, public health practice/clinical activity or service requirements, above or beyond those normally required, in order to qualify for promotion.

H. Sabbatical Assignments

After six years of service to the School on a full-time appointment in the tenure track, clinical teaching track or research series, faculty shall be eligible for sabbatical assignment. Faculty members must have attained the rank of Associate Professor or Professor. All sabbatical assignments are subject to approval by the Department Chair, the Dean, and the UCD Chief Academic Officer, and are also subject to the availability of adequate funding. Eligible faculty members seeking approval for a sabbatical must submit a specific plan no less than six months prior to the start of the proposed sabbatical period. Review and approval of such plans shall be conducted in accordance with University and campus policies.

10. Promotion and Tenure

a. Promotion of faculty at the Assistant Professor rank and above

The Chair or designee will discuss promotion and/or tenure guidelines and expectations at each annual evaluation with a faculty member at all ranks below Professor, regardless of track/series. Activities will be evaluated against the criteria for promotion in the School by-laws, policies and procedures and any additional guidelines or clarifications.

The Chair or designee will make a recommendation for promotion and/or tenure at the annual evaluation. With the faculty member’s agreement, this recommendation will be forwarded to the DAC and the faculty member will prepare a dossier as required.

b. Promotion of Instructors
1. Instructor/Senior Instructor as Terminal Position.
This category of instructor is for faculty members who are not eligible for or who do not wish to pursue a position as Assistant Professor. Faculty members in this category usually have their master’s degree or its equivalent and should be otherwise well qualified to teach, conduct research or public health-related practice activities at the CSPH. Faculty members in this position are eligible for consideration for promotion to Senior Instructor.

2. Instructor as a Career Development Position.
This category of instructor is a temporary early career development position for individuals with terminal degrees who desire to become Assistant Professors but have not yet obtained independent funding or demonstrated readiness for consideration as an Assistant Professor. Faculty members in this category have a terminal degree or its equivalent, who are working toward establishing independent research and funding. Faculty members are expected to remain in this position no longer than two years, though exceptions for cause may occur and must be approved by the Department Chair and Dean or designee. They may be evaluated/considered for appointment at the Assistant Professor level (in either the tenure track, research track or clinical teaching track) during this two year period. During this time, the faculty member will work with their assigned mentor to pursue independent funding for research. Teaching will be allowed, encouraged and financially supported, dependent on the availability of funds, but not required. Faculty members will be considered for an Assistant Professor position based on the following criteria: having obtained some independent research funding or having applied for independent funding and received encouraging scores, and having demonstrated the potential for excellence in teaching, research, or public health practice and the capacity to participate productively in scholarly activity. Requests for consideration for Assistant Professor shall be submitted by the faculty member to the Department Chair, who will submit all relevant information to the DAC for review and recommendation, following established procedures. Upon requesting candidacy to Assistant Professor, faculty members must declare their preference to be considered in the tenure track, research track or clinical teaching track. This decision should be based on the faculty member’s future goals and demonstrated abilities; and the needs of the School. The Department Chair has final decision-making responsibility for the track to be offered to the candidate, after receiving the recommendations of the DAC.

B. Support for Faculty Work

The School will be guided by the following principles regarding support for faculty work: 1) School support for faculty work should be explicit, transparent and flexible, 2) teaching is valued and should receive support from the School; 3) mentoring is a form of teaching, and 4) service should be supported by the school. Implementation of these principles is dependent on available funds from year to year. In the event of limited
funds to support teaching, teaching expectations for faculty will be reduced or renegotiated.

1. Support for Service:

All faculty members will receive salary/benefit support from the School to cover service and unfunded research development. Based on differences in service expectations, tenured/tenure track faculty would receive 0.1 FTE support, and research and clinical teaching track faculty would receive 0.05 FTE support.

2. Support for Teaching:

Clinical Teaching Track Faculty: Clinical teaching track faculty will receive 0.15 FTE per 3 credit course/mentoring unit (as defined above). The remainder of the faculty members’ salary/benefits will be covered by other sources.