**UCSF School of Pharmacy**

**Accelerated Advancement Guidelines and Form**

The following information is provided to assist both the candidate for advancement and the Vice Dean of Academic Affairs in evaluating exceptional performance that merits accelerated advancement. In particular, note the examples of exceptional performance given below. These are examples. There may be other forms of exceptional performance or combinations of the items below. After reviewing these examples, please prepare a brief statement summarizing why you believe accelerated advancement is warranted. For further information, see [Criteria for Advancement for Faculty (ucsf.edu)](https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement/Criteria-for-Advancement-for-Faculty.pdf)

Non-consecutive accelerated actions

The faculty member must demonstrate that the criteria for an accelerated advancement have been fulfilled *based on accomplishments since the date of the last advancement action*. Accelerated actions will not be awarded based on achievements in prior review periods.

Consecutive accelerated actions

Consecutive accelerated actions are rare. The faculty member must demonstrate that the criteria for the requested accelerated advancement have been fulfilled *based on accomplishments since the date of the last advancement action.*

**Criteria for Accelerated Advancement**

*Exceptional* performance is defined as work that exceeds departmental expectations in one or more of the following categories: teaching and mentoring, research and/or other creative activities, professional competence, and University and public service. In addition, the faculty member who is being considered for acceleration must meet departmental criteria for advancement in *all* other categories of evaluation.

Examples of Exceptional Performance for a *one year* accelerated action:

* Award of a prestigious, competitive grant representing achievement beyond that expected for advancement within the individual’s academic series.
* Receipt of a competitive professional service award to recognize outstanding national or international contribution to the profession, to a discipline, to diversity/equity/inclusion or to professional education.
* A sustained level of exceptional achievement (since the last academic advancement) in one or more of the four categories of exceptional teaching or mentoring evaluations or awards, research or creative activities, or service to the University and/or the public that exceeds expectations for the individual’s academic series.
* Exceptional and unusual productivity in publishing original scholarly work in peer reviewed publications at a level that exceeds the expectations for the individual’s academic series. • Extraordinary service or development of innovative programs that advance the mission(s) of the department, School, or University. • Sustained (minimum of 3 years) and dedicated University service on a major campus or Academic Senate committee such as CAP and IRB • Academic Senate Divisional Leadership: Sustained (minimum of 3 years) and dedicated Academic Senate service as Division Vice Chair and/or Division Chair.

Examples of Exceptional Performance for multi-year accelerated actions *not related to retention (achievements since the last advancement action):*

* Extraordinary, sustained achievement (since the last academic advancement) in any single category that distinguishes the faculty member from her/his peers and distinguishes the faculty member from those who receive one year accelerated actions.
* Exceptional performance in multiple areas (see the section on one-year accelerated actions).
* Receipt of multiple, competitive professional service awards that recognize outstanding national or international contribution to the profession, to a discipline, to diversity/equity/inclusion or to professional education.
* Sustained (minimum of 3 years) and dedicated University service on multiple major campus or Academic Senate committees such as CAP and IRB.

When evaluating a request for an accelerated action, the faculty member’s rank will be considered by all reviewing parties. Generally, requests for one- or two-year accelerations are most appropriate at the Assistant or Associate ranks; requests for one- two- or three-year accelerations are most appropriate at the Professor rank.

Campus Approval Authority

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| --- | --- | --- | --- |
| **Accelerated Action** | **Dean** | **CAP** | **VPAA** |
| Accelerated Merit by 1 year | X |  | X |
| Accelerated Merit by 2 or more years | X | X | X |
| Accelerated Merit from Full Professor Step 5 to Step 6 **or** Step 9 to Above Scale | X | X | X |
| Accelerated Promotion | X | X | X |

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Accelerated Advancement Guidelines and Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | Department Initials: | | | ***Select*** |
| Proposed Effective Date: | |  | | | | | |
| Proposed Action: | ***Select*** | | Proposed Series: | | ***Select*** | | |
| Proposed Rank: | ***Select*** | | Proposed Step: | | ***Select*** | | |
| Acceleration: | ***Select*** | | Consecutive Accelerated Action: | | | Yes  No | |

Please **update your Advance CV** and provide a **brief statement** in the space below summarizing why you believe accelerated advancement is warranted and return to Angelie Khu ([angelie.khu@ucsf.edu](mailto:angelie.khu@ucsf.edu)). This form will not be attached to your packet, rather will be used for *initial* assessment to support the accelerated advancement.

Date: Click or tap to enter a date.

Faculty Signature

Date: Click or tap to enter a date. Chair Signature

Date: Click or tap to enter a date.

Vice Dean of Faculty Academic Affairs Signature

|  |
| --- |
| Comments from Dean’s Office: |

ROUTING INSTRUCTIONS

1. Department or HR Service Center (HRSC) provides form to Faculty to discuss with Chair
2. SOP Academic Affairs receives completed and signed form
3. Outcome of review communicated to Department
4. HRSC is notified to setup packet