Voluntary Faculty Appointment Process and FAQ at SSPPS

Pharmacists and other health care professionals (HCPs) who provide significant preceptorship or teaching to our students are eligible for voluntary faculty appointments at SSPPS. The SSPPS encourages all preceptors, pharmacists, and residents who provide significant teaching to our students to apply for an Affiliate Faculty appointment. The differences between each appointment are outlined below. The benefits of either appointment remain the same.

1. Differences between each appointment
   a. Affiliate faculty appointment
      i. How do I qualify?
         1. You need be precepting/teaching SSPPS students currently or plan to precept/teach SSPPS students within the next 12 months. There is no minimum required teaching time for this appointment.
      ii. How do I apply for this appointment?
         1. Complete an Appointment Request Form, and attach updated CV or resume.
            a. This is a simple, one page online form. This link can be found on our website under Experiential Education: [http://pharmacy.ucsd.edu/faculty/appointment_request.shtml](http://pharmacy.ucsd.edu/faculty/appointment_request.shtml)
            b. Your application will be reviewed by our Human Resources (HR) staff. You will be notified, via email, within a month, if you qualify and successfully receive your appointment.
      iii. How soon can I get this appointment?
         1. Within one month of receipt of your completed online application
   iv. What is the renewal process?
      1. Three years initially, with the subsequent renewals every five years
         a. Renewals will be reviewed by the Non Salary/Volunteer (NS/Vol) Faculty Committee.
   v. What will my title be?
      1. SSPPS Affiliate Faculty

b. Non-Salaried, or Voluntary Faculty appointment
   i. How do I qualify?
      1. You need to anticipate a minimum of 50 hours of precepting or teaching SSPPS students annually. Subsequent renewals require evidence of strong teaching evaluations
   ii. How do I apply for this appointment?
      1. Complete an Appointment Request Form at: [http://pharmacy.ucsd.edu/faculty/appointment_request.shtml](http://pharmacy.ucsd.edu/faculty/appointment_request.shtml)
a. You need to state that you are requesting this track
b. An HR staff member will contact you to complete additional paperwork, including CV
c. Your application will be reviewed by the NS/Vol Faculty Committee

iii. How soon can I get this appointment?
1. May take four to six months

iv. What is the renewal process?
1. Three years initially, with the subsequent renewals every five years
   a. Renewals require submission of evidence of strong teaching evaluations from SSPPS students, a Biobibliography completed in the format required by UC San Diego, and the file will be reviewed upon by the NS/Vol Faculty Committee. Promotions in academic titles also require evidence of recent scholarly activity, and regular service to the SSPPS.

v. What will my title be:
1. HS Clinical Instructor, Non-Salaried/Voluntary; HS Assistant Clinical Professor, Non-Salaried/Voluntary, HS Associate Clinical Professor, Non-Salaried/Voluntary, and HS Clinical Professor, Non-Salaried/Voluntary, depending on years of experience teaching since graduation from Pharm.D/PhD/licensure. In addition, to qualify for associate or full professor titles, applicants must provide evidence of recent scholarly activity, and regular service to the SSPPS, in addition to strong teaching evaluations.

2. Benefits of Obtaining an Affiliate or NS/Voluntary Faculty Appointment
   a. Physical and VPN access for UC San Diego library resources
      i. Once you have received an email stating that you have obtained a faculty appointment, you will be emailed instructions on how to obtain VPN access
   b. Opportunity to request and apply for professional meeting reimbursement
      i. Contact the APPE Coordinator. Email address may be found here: https://pharmacy.ucsd.edu/faculty/team.shtml
   c. Placed on seminar and volunteer faculty listserv
      i. Stay apprised on opportunities to participate and precept students at community health fairs and other educational events
      ii. Learn about preceptor development workshops