

**UC San Diego**  
**Skaggs School of Pharmacy and Pharmaceutical Sciences**  
**Procedures and Good Standing Criteria**

Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) faculty participating in the UC San Diego Health Sciences Compensation Plan should satisfy the following general good-standing criteria in order to be permitted to earn and/or retain income from outside professional activities, whether or not the income is retained directly or is returned to them via the University payroll system. The plan allows faculty to engage in occasional outside professional activities and to retain income directly (up to the threshold of \$40,000 or 40% of X, whichever is greater) if he/she is a faculty member in good standing in the school.

**Definition of Good Standing**

Plan Participants must satisfy the good standing criteria in order to be allowed to earn and/or retain income from professional activities. Plan Participants should meet SSPPS guidelines regarding productivity in research, teaching, patient care, mentoring, and University service, as defined by their series. Plan Participants are responsible for actively participating in activities that support the SSPPS objectives. Plan Participants are expected to demonstrate professional behavior in all areas of work and share responsibility for the overall success and well-being, including financial well-being, of the SSPPS. Plan participants shall be deemed in good standing until they are otherwise found to be not in good standing.

In order to earn income from outside activities and to be considered in good standing, faculty have an obligation to:

1. Cover their (X + X' + Y) salary
2. Meet teaching and advising responsibilities as defined by the SSPPS
3. Participate in SSPPS activities, including faculty meetings, educational conferences, and committees to which they are assigned
4. Meet clinical responsibilities, if applicable, as defined by the SSPPS
5. Fulfill research commitments inherent in contract and grant awards on which they serve as investigators (e.g., annual progress reports and final reports).
6. Follow the Faculty Code of Conduct and other UC Rules and Regulations as described in APM 015
7. Complete required training, including but not limited to training in compliance, professional standards, and safety
8. Complete required reports (e.g., annual UC outside activity report, timesheet reports, etc.)

**Salary**

Faculty should generate from non-state sources sufficient funds to pay their X' and Y components according to the Health Sciences compensation plan and/or the "Guidelines for Implementation of the UC San Diego Health Sciences Compensation Plan for the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Health Sciences Clinical and Clinical X Series Faculty" and/or the "Guidelines for Implementation of the UC San Diego Health Sciences Compensation Plan for the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Health Sciences Pharmaceutical Sciences Faculty."

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All ladder-rank faculty participating in the Health Sciences Compensation Plan hold an FTE and are expected to obtain sufficient resources to cover scale pay as determined by the current APU.

Salaries are discussed annually, and are negotiated with the Dean based on availability and sustainability of funding sources.

**Teaching and Instruction**

Faculty are expected to participate actively in pharmacy education in one or more of the following ways: by didactic teaching in classroom settings, by teaching in the course laboratories, by teaching or precepting in clinical practices, by mentoring graduate (Masters or Ph.D.) students, and by teaching pharmacy residents and fellows. Faculty are also expected to participate in course administration as necessary.

**Student Advising**

Faculty are expected to serve as advisors to student pharmacists, Masters, or Ph.D. students and/or other students.

**University Service**

Faculty are expected to participate in school “service” activities, including:

- Faculty meetings
- Seminar series
- Student and Faculty Recruitments
- School Committees (Academic Oversight Committee, Committee on Educational Policy, etc.)
- Official School events (White Coat Ceremony, Commencement Ceremony, etc.)
- Voting on faculty files as appropriate to their academic series and rank

Faculty are expected to represent the school on Health Sciences and campus-wide committees (Health Sciences Faculty Council, Representative Assembly of the San Diego Division of the Academic Senate, etc.)

Faculty are expected to represent the school on local, state and/or national committees in the pharmacy academic and professional arenas (AACCP, APhA etc.)

Faculty are expected to submit an annual report through UC OATS (APM 671) describing the previous year’s outside professional activities.

Faculty are expected to meet the Faculty Code of Conduct requirements, and complete mandatory reporting documents or training as required by the University (Code of Business Conduct, HIPAA, Sexual Harassment, etc.)

**Research**

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Faculty are expected to fulfill research commitments inherent in contract and grant awards on which they serve as investigators or co-investigators.

**Clinical Service**

Faculty are expected to fulfill any clinical service commitments as described in their Clinical Service Agreements or Memorandums of Understanding (MOU's).

**Administrative Review Process**

In cases of disagreement related to the determination of good standing of a Plan Participant or to specific consequences, the SSPPS Dean shall meet with the Plan Participant to discuss how to remedy the situation. The SSPPS Dean and Plan Participant should strive for an informal resolution as appropriate to the circumstances at this meeting but will discuss the specific consequences, as determined by the Plan including, but not limited to, initiating the formal process outlined below. A specific timeline, which should be reasonable, for resolving the conflict must be defined by the SSPPS Dean. The SSPPS Dean shall prepare a written document that summarizes the discussion; a copy of this document shall be given to the Plan Participant.

If informal resolution is unsuccessful, the SSPPS Dean must provide the Plan Participant with a written statement that summarizes the reason(s) for requesting that a Plan Participant be deemed not in good standing. The SSPPS Dean's statement should include specific recommendations on what action(s) the Plan Participant must take to return to good standing if they are deemed to be not in good standing. Relevant back-up documentation should be included.

The Plan Participant shall be given a SSPPS Dean's written statement and have the opportunity to provide a written response to the SSPPS Dean within 14 days. If the Plan Participant and SSPPS Dean resolve the issue within the 14 day response period, the SSPPS Dean shall provide the Plan Participant with a written document that the issue has been resolved and the matter is closed.

If the issue is not resolved within the 14 day response period, the SSPPS Dean's written statement, any supporting documentation, and the Plan Participant's response (if provided) shall be sent to the Vice Chancellor for Health Sciences (VCHS).

If the VCHS agrees with the SSPPS Dean's assessment, the VCHS shall issue a written determination that the Plan Participant is not in good standing. This written document will describe any corrective action(s) that must be taken in order for the Plan Participant to return to good standing. A copy of the VCHS determination shall be provided to the Plan Participant, the SSPPS Dean, and the Office of the Executive Vice Chancellor for Academic Affairs.

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If the VCHS does not agree with the SSPPS Dean's assessment, the VCHS will issue a written determination that the Plan Participant remains in good standing. A copy of the VCHS determination shall be provided to the Plan Participant, SSPPS Dean, and the Office of the Executive Vice Chancellor for Academic Affairs.

Appeal process: If a determination is made that the Plan Participant is not in good standing and the Plan Participant believes that the good standing criteria were applied unfairly, the Plan Participant may appeal to the Health Sciences Compensation Plan Advisory Committee. The Health Sciences Compensation Plan Advisory Committee shall review the documents, may interview the Plan Participant and/or the SSPPS Dean, and shall prepare a written assessment for the VCHS. The final decision will be made by the VCHS. Plan Participants who are Senate members may pursue their grievance rights before the Privilege and Tenure Committee under Senate Bylaw 335. Plan participants who are Non-Senate faculty are entitled to a Step III hearing under APM - 140.

### **Consequences**

The following consequences may be imposed on Plan Participants who are determined to be not in good standing:

- Prohibition from participating in and/or retaining income from outside professional activities;
- Decrease in negotiated compensation (Y; see APM - 670-18-c (1));
- Loss of or reduction in incentive compensation (Z; see APM - 670-18-c (2));
- Requests for academic leave will not be approved and/or requests that were previously approved will be reconsidered.

Additional consequences may result, as set forth by other policies.

### **Return to Good Standing**

To return to good standing, the Plan Participant must submit a written request to the SSPPS Dean that outlines how the issues were resolved or rectified. The SSPPS Dean shall review the request, assess the Plan Participant's progress and submit his/her written recommendation to the VCHS, along with the Plan Participant's request and other supporting documentation, if applicable. If the SSPPS Dean's written assessment states that no progress or insufficient progress was made, the SSPPS Dean should specify in his/her written recommendation to the VCHS what further action(s) must be taken.

If the VCHS endorses the SSPPS Dean's assessment that no progress or insufficient progress was made, the VCHS will notify the Plan Participant, in writing, that he/she is not returned to good standing and outline what further action(s) must be taken. A copy of the VCHS determination shall be provided to the Plan Participant, the SSPPS Dean, and the Office of the Executive Vice Chancellor for Academic Affairs.

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If the VCHS determines that all issues were resolved, the VCHS shall provide a written assessment to the SSPPS Dean. The SSPPS Dean shall notify the Plan Participant, in writing, that s/he has returned to good standing. A copy of the VCHS assessment shall be provided to the Plan Participant, the SSPPS Dean, and the Office of the Executive Vice Chancellor for Academic Affairs.

If the Plan Participant does not submit a written request to the SSPPS Dean, he/she shall remain not in good standing.

If a Plan Participant remains not in good standing for more than one calendar year, the SSPPS Dean may wish to pursue further action(s), as set forth by other academic policies.

Appeal process to return to good standing: If the VCHS determines that the Plan Participant has not returned to good standing and the Plan Participant disagrees with this determination, based upon unfair assessment or application of criteria, the Plan Participant may appeal to the Health Sciences Compensation Plan Advisory Committee. The Health Sciences Compensation Plan Advisory Committee shall review all written documents, may interview the Plan Participant and/or the SSPPS Dean, and will prepare a written assessment for the VCHS. The final decision will be made by the VCHS. Plan Participants who are Senate members may pursue their grievance rights before the Privilege and Tenure Committee under Senate Bylaw 335. Plan participants who are Non-Senate faculty are entitled to a Step III hearing under APM - 140.