

Office of Experiential Education

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences

Affiliate or NS/Vol Faculty Appointment Application Process and Benefits

Pharmacists, residents and other health care professionals (HCPs) who provide significant preceptorship or teaching to our students are eligible to apply for an Affiliate or NS/Voluntary Faculty appointment at the SSPPS. Submitted initial applications and subsequent renewals are reviewed by the Non-Salary/Volunteer (NS/Vol) Faculty Committee and/or the Human Resources (SSPPSHR) staff by internal review criteria to ensure you meet qualification requirements for appointment. Appointment information and the application form is located on the SSPPS website under [Experiential Education & Preceptors | Skaggs School of Pharmacy and Pharmaceutical Sciences](#)

Benefits of Obtaining an Affiliate or NS/Vol Faculty Appointment with the UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences

1. Proxy access to [UC San Diego Library](#) resources and physical use of library services.
 - i. Once VPN access has been set up, an email with VPN instructions will be provided by Shelly Janger (sjanger@health.ucsd.edu)
 - ii. Pharmacy Librarian, Penny Coppernoll-Blach (pblach@ucsd.edu)
2. Opportunity to request and apply for professional meeting reimbursement. See preceptor Registration Fees guidelines via the link above.
3. Placed on Affiliate or NS/Voluntary Faculty listserv
 - i. Attend preceptor development workshops hosted by the SSPPS and partners, and receive CAPE continuing education credits if applicable
 - ii. View opportunities to participate in and precept students at community health fairs and other educational events
 - iii. Receive our quarterly SSPPS Preceptor Newsletter and general SSPPS Newsletter
4. Eligible to be awarded one of several annual Preceptor Excellence Awards

Appointment Comparison Table

	<u>Affiliate Appointment</u> (most common/recommended for preceptors)	<u>NS/VOL Faculty Appointment</u> (available to new applicants by nomination only)
Qualification for appointment	<ol style="list-style-type: none">i. Currently precept/teach/provide scholarly service for SSPPS students or plan to within 12 months.ii. No minimum required teaching time to qualify.iii. UC San Diego Health pharmacists and residents are considered affiliates, no formal application is needed.	<ol style="list-style-type: none">i. Meet qualification criteria and be nominated by SSPPS Faculty.ii. Anticipate an annual <u>minimum of 50 hours</u> of precepting or teaching SSPPS students.iii. Renewals require evidence of strong teaching evaluations and submission of academic review packet.
Application process for appointment	Complete Appointment Request Form and upload updated CV/ resume. SSPPS Appointment Request Form .	<ol style="list-style-type: none">i. Nomination by SSPPS Faculty member. Furthermore, request for appointment materials from SSPPSHR.ii. Application is reviewed and approved by the Vice Chancellor for Health Sciences.

<p>Process of initial approval and renewal of appointment</p>	<p>i. Notification of appointment within one to two months of submission.</p> <p>ii. Initial three-year appointment, with renewals every five years.</p> <p>iii. Persons with expiring appointments will be notified of expiration and need for renewal in advance.</p> <p>iv. Renewal files are reviewed by the Office of Experiential Education (OEE) and SSPPSHR staff.</p> <p>v. An Affiliate appointment is simplest and fastest.</p>	<p>i. Notification of appointment <u>within four to six months</u> of submission.</p> <p>ii. HR staff will request additional paperwork for review packet</p> <p>iii. Initial three-year appointment, with renewals every five years.</p> <p>iv. If employed by UC or VA system, not eligible for for NS/Vol appointments.</p> <p>v. Renewals/Maintenance of Appt:</p> <p>a. Completion and maintenance of all 11 UC Learning Center required courses.</p> <p>b. Evidence of strong teaching evaluations from SSPPS students,</p> <p>c. Evidence of scholarly activity,</p> <p>d. UC Bio-bibliography</p> <p>vi. Completion of Payroll Paperwork required although voluntary position (includes i-9).</p> <p>vii. These appointments provide significant scholarly activities within the UCSD Student-Run Free Clinic.</p>
<p>Appointment title</p>	<p>SSPPS Affiliate</p>	<p>i. Initial appointments in the Non-Salaried/Voluntary Clinical Professor series may be made to the following ranks:</p> <p>a. HS Clinical Instructor, Non-Salaried/Voluntary</p> <p>b. HS Assistant Clinical Professor, Non-Salaried/Voluntary</p> <p>c. HS Associate Clinical Professor, Non-Salaried/Voluntary</p> <p>d. HS Clinical Professor, Non-Salaried/Voluntary</p> <p>ii. Rank advancements are dependent on years of experience teaching since graduation from PharmD/PhD/licensure, maintenance of appointment qualification criteria and performance.</p>

Updated (11/4/2024)