

Office of Experiential Education

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences

Affiliate Service 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 Affiliate Service 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. Additional information and the request form is located on the SSPPS website under [Experiential Education & Preceptors | Skaggs School of Pharmacy and Pharmaceutical Sciences](#)

Benefits:

1. Proxy access to [UC San Diego Library](#) resources and physical use of library services.
 - a. Once proxy access has been set up, an email with instructions will be provided by Shelly Janger (sjanger@health.ucsd.edu) and 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. Attend preceptor development workshops hosted by the SSPPS and partners, and receive CAPE continuing education credits if applicable.
4. View opportunities to participate in and precept students at community health fairs and other educational events.
5. Receive our quarterly SSPPS Preceptor Newsletter and general SSPPS Newsletter.
6. Eligible to be awarded one of several Excellence Awards.

Comparison Table

	<u>Affiliate</u> (most common/recommended for preceptors)	<u>NS/VOL Faculty Appointment</u> (available to new applicants by nomination only)
Qualifications	i. Occasionally provides scholarly service for SSPPS students.	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.
Process	i. Complete Request Form and upload updated CV/ resume. SSPPS Request Form .	ii. Nomination by SSPPS Faculty member. Furthermore, request for appointment materials from SSPPSHR. iii. Application is reviewed and approved by the Vice Chancellor for Health Sciences .

<p>Management</p>	<p>i. Reviewed by the Office of Experiential Education (OEE).</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 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>
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