

Office of Experiential Education
UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences
Voluntary 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 a voluntary faculty appointment at the SSPPS. Submitted initial applications and subsequent renewals are reviewed by the Non Salary/Volunteer (NS/Vol) Faculty Committee and Human Resources (HR) staff by internal review criteria to ensure you meet qualification requirements for appointments. Appointment information and the application form is located on the SSPPS website under <https://pharmacy.ucsd.edu/faculty/experiential-education-preceptors>.

1. Benefits of Obtaining an Affiliate or NS/Vol Faculty Appointment

- a. Proxy access to UC San Diego Biomedical Library resources and able to physically use the library services.
 - i. Once VPN access has been set-up an email with VPN instructions will be provided.
- b. Opportunity to request and apply for professional meeting reimbursement. See Preceptor Registration Fees guidelines via above link.
- c. Placed on preceptor listserv.
 - i. View opportunities to participate and precept students at community health fairs and other educational events.
 - ii. Attend preceptor development workshops hosted by the SSPPS and partners, and receive CAPE continuing education credits if applicable.
 - iii. Receive our quarterly SSPPS Preceptor Newsletter and the general SSPPS Newsletter.
- d. Eligible to be awarded an annual Preceptor Excellence Award.
- e. Eligible to receive discounts on some certificate courses offered through SSPPS.
- f. May be able to use the UCSD Bookstore (includes educational pricing on software and hardware).

2. Appointment Comparison Table

	Affiliate Preceptor Appointment (most common/recommended for preceptors)	NS/VOL Faculty Appointment (available to new applicants by nomination only)
Qualification for appointment	<ul style="list-style-type: none"> i. Currently precept/teach 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 application is needed. 	<ul 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	<ul style="list-style-type: none"> i. Complete Appointment Request Form and upload updated CV/ resume. https://ucsd.co1.qualtrics.com/jfe/form/SV_38EpxXoAk4xACMd 	<ul style="list-style-type: none"> i. Complete Appointment Request Form and upload updated CV/ resume. ii. Application is reviewed and approved by the NS/Vol Faculty Committee. https://ucsd.co1.qualtrics.com/jfe/form/SV_38EpxXoAk4xACMd

<p>Process of initial approval and renewal of appointment</p>	<ul style="list-style-type: none"> i. Notification of appointment within one to two months of submission. ii. Initial three year appointment, with renewals every five years. iii. Persons with expiring appointments will be notified of expiration and need for renewal in advance. iv. Renewal files are reviewed by the NS/Vol Faculty Committee and HR staff. v. An Affiliate appointment is simplest and fastest. 	<ul style="list-style-type: none"> i. Notification of appointment <u>within four to six months</u> of submission. ii. HR staff will request additional paperwork for review packet iii. Initial three year appointment, with renewals every five years. iv. Persons with expiring appointments will be notified of expiration and need for renewal in advance. v. Renewals require submission of; <ul style="list-style-type: none"> a. Evidence of strong teaching evaluations from SSPPS students, b. Evidence of scholarly activity, c. Biobibliography completed in the format required by UC San Diego. vi. Renewal files are reviewed by the NS/Vol Faculty Committee and HR staff. vii. Promotions in academic titles require evidence of recent scholarly activity, and regular service to the SSPPS, and strong teaching evaluations.
<p>Appointment title</p>	<p>SSPPS Affiliate Peceptor</p>	<ul style="list-style-type: none"> i. Initial appointments in the Non-Salaried/Voluntary Clinical Professor series may be made to the following ranks: <ul style="list-style-type: none"> a. HS Clinical Instructor, Non-Salaried/Voluntary b. HS Assistant Clinical Professor, Non-Salaried/Voluntary c. HS Associate Clinical Professor, Non-Salaried/Voluntary d. HS Clinical Professor, Non-Salaried/Voluntary ii. Rank advancements are dependent on years of experience teaching since graduation from Pharm.D/PhD/licensure, maintenance of appointment qualification criteria and performance.