VCHS Academic Affairs
Service Now: Transition Complete
We are excited to announce that we completed our transition into Service Now for the review and approval of academic files. All academic files and communications regarding them should be submitted via Service Now, which has advanced workflows to support the academic review process and allow department users to view the progress of their submitted files. Training materials are available electronically and are viewable here.

AP Policy and Procedure Updates
Effective immediately, departments must include descriptors for work listed below the line on the Biography-Bibliography form. Chairs’ letters should specify the breakdown of peer-reviewed reprints (i.e., separately detailing numbers of research articles, number of invited reviews, number of book chapters, etc.) in the section of the letter that discusses the faculty member’s research accomplishments. These numbers should correspond to the descriptors included in the Biography-Bibliography.

Guidelines for Independent External Referee Letters for CAP Files

One question that is often asked of the CAP Chair at Academic Personnel meetings pertains to the selection of independent external referees: what does “independent” mean? In response to this frequently asked question, CAP has produced a set of guidelines for department chairs and faculty members to consider when determining whether an external referee who been asked to write on behalf of a faculty member is independent. This document is located on CAP’s website and can be viewed by clicking here. Please note that files that do not include the requisite number of independent external referee letters will be returned to the department as “incomplete” by VCHS Academic Affairs since it has been made clear by CAP that these files would be returned if forwarded for review.

Mentors for Entry-Level Faculty and Research Scientists

Delegated-authority files proposing appointment of assistant-rank faculty and Research Scientists (at Steps I and II) should identify a secondary, career mentor in addition to a the primary mentor. The secondary mentor should be a faculty member in the department who has no collaborative role in the appointee’s research/scholarly activity, nor one that has a biased role relative to the appointee’s work (i.e., a director of a unit or center that depends on the appointee to further the role of the unit/center). The secondary mentor should be available to counsel the appointee regarding his or her overall academic career at UC San Diego.

Faculty Removals
Requests for faculty removals (for appointees whose files have been approved or submitted to the VCHS Academic Affairs Office) should be emailed to Riza Velasco at rmvelasco@ucsd.edu. Requests should include an index number, as well as a justification regarding any exceptional expenses.

VCHS Faculty Compensation
**Conflict of Commitment/Outside Professional Activities – AMAS Review**

A survey was recently sent out from Audit and Management Services (AMAS) regarding each department’s process for implementing, monitoring, and completing the required Academic Personnel Policy (APM) 025 disclosure forms. Please complete the survey at your earliest convenience as it will assist AMAS with gathering preliminary information required for their review of Conflict of Commitment/Outside Professional Activities processes and controls. The survey responses will contribute to the on-going effort to improve business processes related to these issues.

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**VC Announcements from our Units**

**VCHS Academic Affairs**

We are pleased to announce several changes within the VCHS Academic Affairs unit.

We are excited that Julia Partridge joined the team on December 15, 2014. Julia comes to us from the Academic Senate Office, where she served as senior staff advisor to the Committee on Academic Personnel.

We are also pleased that Christine Johnson has joined the team on a part-time basis and will be transitioning to full-time status as of February 1, 2015. Christine comes to us from the Department of Medicine where she served as an Academic Affairs Analyst.

As a result of these additions to our team, we have redistributed the assignments for Tier 2 (committee and delegated-authority/entry-level faculty) files. An updated list of department and work assignments is located [here](#).