Division of Clinical Psychiatry
Department of Psychiatry
Faculty Orientation Handout

Dear Colleague,

Congratulations on your recent faculty appointment with the Department of Psychiatry! Your appointment to the faculty is representative of your contributions and commitment to the mission, vision and values of UC San Diego Health, the UC San Diego School of Medicine, and the Department of Psychiatry.

As you transition into your new role with our department, you will assume new responsibilities. This handout aims to provide you with a brief overview of common questions related to your faculty appointment.

If you have questions regarding the specifics of your faculty appointment, please contact your faculty mentor, or the Vice Chair of Academic Affairs Dr. Victoria Risbrough (vrisbrough@health.ucsd.edu).

This orientation document contains links to UC, UCSD, and external Web sites which provide additional information or access to referenced documents. We update this document annually, however, as is often the case with online content, URLs may change from time to time. If you come across an inactive link, please report it to Joanna Horning (Administrative Analyst Department of Psychiatry, jhorning@health.ucsd.edu).

Congratulations again on this accomplishment!

Sincerely,

Victora Risbrough

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Introduction to the Department of Psychiatry

Welcome to the University of California, San Diego (UCSD) Department of Psychiatry. We are a diverse community of faculty, staff, and trainees dedicated to an important mission:

"To enhance mental wellness and better the lives of people with mental illness across the lifespan through basic, clinical, and translational research; by educating the next generation of scientists and clinicians; and by providing state of the art, evidence based personalized and compassionate care, in partnership with our community."

The Department of Psychiatry website: https://psychiatry.ucsd.edu/

Department Chair: Zafiris J. Daskalakis, MD, PhD
Administrative Vice Chair: Michael Godwin

BLINK

Website blink.ucsd.edu

Blink is a prime source of information for UC San Diego faculty and staff. Here you will find the campus directory, shortcuts to many tools you may be using to conduct University transactions, and answers to many questions can be found by using the search function.

Academic Resource Center (aka ARC)

The Department of Psychiatry is one of eighteen Departments within the UCSD School of Medicine. The Academic Resource Center (ARC) is a Health Sciences administrative unit that provides support services to faculty for all Departments across the School of Medicine. The Department of Psychiatry works in partnership with the Academic Resource Center in the areas of appointment, academic reviews, personnel administration, timekeeping and compensation.

ARC utilizes a case management system that identifies your case with an ARC Case# (ex. ARC1234567) in the Subject Line of email correspondences. When communicating with ARC via email, be sure the ARC Case# is maintained in the subject line.

ARC Contact information:
ARC email address: arcrequest@health.ucsd.edu
ARC Main Line: (619) 543-2222

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Health Human Resources (aka HHR)

The Health Human Resources Department supports the Health Sciences Vice Chancellor area and provides a full range of personnel services for staff. For faculty, HHR will be the point of contact for questions related to health benefits and retirement.

HHR Contact information:
Website: https://uchealth.service-now.com/hrportal?spa=1
HHR Main Line: (619) 543-3200

Benefits & Retirement

General employee benefits (health insurance, disability insurance, retirement plan, 403b, etc.) information is available online at http://atyourservice.ucop.edu/ .

In June 2020, UCSD transitioned to UCPath https://ucpath.ucsd.edu/ Within the UCPath Online Portal, one may view and update personal information, view and print earnings statements, view benefits enrollment, and change benefits enrollment during open enrollment or certain life events.

At Your Service Online (AYSO) will still be accessible to view or print past earnings statements, past W-2's, access the retirement estimator, and view and update beneficiary information.

New Hire Checklist

During your onboarding process, ARC will send you the following:
- Employee ID
- UCSD Email Address

Once you have an employee ID, you will be able to obtain your badge, sign-up for direct deposit, enroll in benefits, and obtain a parking permit. ARC will send you instructions on how to do these. This information may also be found on BLINK. Common BLINK sites are:

UCSD Campus Card
https://blink.ucsd.edu/HR/services/new/cards/get.html

Parking Office
https://transportation.ucsd.edu/

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How to Order Business Cards
https://ucsdimprints.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cF2gL05u6lNHBp6AwVlPfgDQJgaPc5Cokq4RKYVvn2cx3C2V0adSszgU#!/Storefront

UCSD Accounts and Passwords

There are 2 types of accounts commonly used at UC San Diego

- Active Directory (aka AD) – access to email, VPN.
  - You will receive your email address and instructions for setting your password from ARC during your onboarding process.
  - Additional information https://blink.ucsd.edu/technology/network/access/ad/index.html
- Business Systems (aka Single Sign On or SSO) – business tools, link family applications
  - You must self-register for this account
  - Additional information https://blink.ucsd.edu/technology/network/access/business-systems/index.html

UCSD Website Listings

You will be added to the Department of Psychiatry Faculty list on our website, BLINK, and UCSD Profiles.   It may take a few weeks to initially appear on these sites. You may submit updated information to selected fields via:

To update your listing on the Department webpage https://psychiatry.ucsd.edu/faculty/index.html
Fill out this request form
https://docs.google.com/forms/d/e/1FAIpQLSdgi9VWozSvHRdcs0U1QHMEj2okjxfWhLr5Da6dBYsR0yl7kA/viewform

To update your listing on UCSD Profiles https://profiles.ucsd.edu
Clicking on your name on the Departmental webpage will lead to your full profile on https://profiles.ucsd.edu/search/ Login to edit your profile (add a photo, awards, links to other websites, etc.)
1. Go to https://profiles.ucsd.edu/search/
2. Click on > Sign in to Edit (Link in upper middle)
3. Select UC San Diego
4. Login using your SSO credentials
*For technical assistance with the UCSD profiles page email ctri-support@health.ucsd.edu

To update your listing in BLINK https://blink.ucsd.edu/
1. Go to https://blink.ucsd.edu/
2. Enter your name in the "Find Faculty/Staff" search box
3. Click your name
4. Click "Request changes to the directory information above"

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5. Login using your SSO credentials
*For technical assistance with the BLINK Directory email DirectoryServices@ucsd.edu

Faculty Title

Example: Associate Adjunct Professor, Step 2
Your appointment to the University faculty is comprised of a title that includes a:

- **Series**, e.g., Professor (Ladder Rank), Professor In Residence, Clinical X, Health Sciences Clinical, or Adjunct. Depends on primary job activities.
  o   All faculty have Teaching and Service activities/ responsibilities. Clinical and Research activities/ responsibilities vary by series.
- **Rank**, e.g., Assistant Professor, Associate Professor, or Professor; and
  o   Those appointed at the Assistant rank have a limitation on years of service at the Assistant rank and must be promoted to Associate within that timeframe (aka eight-year clock).
- **Step**, e.g., Step 1, Step 2, Step 3… within rank

A "Basics of Faculty Series and Promotions" Seminar is regularly offered as part of the Department of Psychiatry Professional Development Seminar Series.

Policy references:
UC wide: APM (Academic Personnel Manual) https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html
UCSD campus: PPM http://adminrecords.ucsd.edu/PPM/docs/toc230.HTML

UC/VA Split appointments

Some faculty will hold what is called a UC/VA Split appointment when they have responsibilities at the Veteran's Administration San Diego Health System (VASDHS). These faculty hold VA titles and are paid directly by the VA for their VA work. It is also possible to have additional clinical and/or research responsibilities at UCSD and be paid directly by UCSD for their UCSD work. The University recognizes the total professional commitment to the University to include service at both the University and Veteran's Administration. The University health benefit, vacation accruals, and retirement coverage will be based only on the University-derived wages.

Health Sciences Compensation Plan (HSCP)

The Health Sciences Compensation Plan (HSCP) allows for School of Medicine faculty to be eligible for optional additional compensation above the published salary scales. The total annual compensation for members of the HSCP is composed of the sum of 4 components referred to as X, X', Y, and Z.

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- X = base salary. Directly related to faculty rank and step and determined by UCOP pay-scales (link below). The X component will be listed on University offer letters and Final Action Notices such as merit advancements and promotions.
- X' = % of X added to base salary, determined by your Department of Psychiatry Academic Programmatic Unit (APU)
- Y = additional negotiated salary
- Z = incentive/ bonus compensation

Covered Compensation = X + X'. Covered Compensation is used for retirement calculations, benefits calculations, UC life insurance and UC disability insurance. Y & Z components are not included in covered compensation.

Source: The ABCs of XYZ workshop

The Office of Faculty Affairs annual workshop "The ABC's of XYZ":

https://medschool.ucsd.edu/vchs/faculty-academics/faculty-affairs/faculty-development/workshops/Pages/default.aspx

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More details on the HSCP & APU can be found on:

https://pulse.ucsd.edu/departments/VCHS/administration/academic-administration/academic-affairs/faculty-compensation/Pages/HSCP-APU.aspx

UCOP pay-scales:

https://www.ucop.edu/academic-personnel-programs/compensation/2020-21-academic-salary-scales.html

Outside Professional Activities

Outside Professional Activities are those activities that are within a faculty member's area of professional or academic expertise. APM 671 (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-671.pdf) is the University of California policy on conflict of commitment and outside activities and the disposition of income earned from outside professional activities. Faculty members must maintain Good Standing to engage in Outside Professional Activities.

Each faculty member will be asked to provide an annual report in August via the University of California Outside Activity Tracking System (OATS) https://esr.ucsd.edu/projects/oats/ describing the previous year's outside professional activities. The Department Chair may request, and the faculty member shall be obliged to provide, more specific information regarding any outside professional activity.

Outside Professional Activities fall into 1 of 3 categories:
- Category 1 activities require prior authorization by the Vice Chancellor for Health Sciences and are defined as activities that are *likely* to raise issues of Conflict of Commitment, such as assuming an executive or teaching position outside the university or administrating a research study outside the University. Prior approval may be requested via OATS https://esr.ucsd.edu/projects/oats/ .
- Category 2 activities are unlikely to raise issues of Conflict of Commitment, such as providing expert testimony or serving on an advisory board but are subject to annual time and compensation limitations.
- Category 3 activities are generally accepted as integral to and part of a faculty member's scholarly and creative work, such as serving as a peer-reviewer for manuscripts, serving as a committee member or officer of a professional scholarly society, or serving as an examiner for a national specialty board.

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Categories of Outside Professional Activities

Category	Definition	Requirements	Examples
1	Most likely to create a conflict of commitment • Related to training and expertise, but performed for a third party, and/or: • Require significant professional commitment	• Prior approval by Chancellor • Count toward faculty's maximum 39/48 days • Disclosure in annual reporting	• Teaching, research, or admin of a grant at an educational institution, org, or other entity outside the University • Employment outside the University • Assuming a founding role of a company; • Assuming exec position outside the Univ.
2	Typically shorter and lower-risk activities	• No prior approval required • Count toward faculty's maximum 39/48 days • Disclosure in annual reporting	• Expert testimony in admin, legislative, or judicial proceedings; • Serving on board of directors outside Univ. • Presenting a workshop for industry; • Consulting
3	Generally within scope of University employment	• No prior approval required • Do not count towards time or earnings threshold • No annual disclosure	• Serving on professional panels or committees • Reviewing manuscripts • Presenting talks at University/academic conferences

The number of days devoted to Category 1 and 2 outside professional activities cannot exceed 48 days (prorated to % appointment) per fiscal year (July – June). Amount of income that can be directly retained (such as prizes, royalties and honoraria) is the greater of $40,000 or 40% of X (base salary). Any additional income must pass through the HSCP. Information about income from outside professional activities at UCSD is provided in the UCSD HSCP Implementation Procedures (https://medschool.ucsd.edu/vchs/faculty-academics/academic-affairs/policy-and-resources/Pages/conflict-comm.aspx).

Outside Professional Activities may also raise issues related to Conflicts of Interest or issues related to the ownership of Intellectual Property. The UC San Diego Health Sciences Compliance Program (858-657-7487 or https://healthsciences.ucsd.edu/compliance/pages/default.aspx), the UC San Diego Conflict of Interest Office (858-534-6465 or http://blink.ucsd.edu/sponsor/coi/index.html), and the UC San Diego Technology Transfer Office (858-534-5815 or invent@ucsd.edu) are available for faculty consultations on potential issues.

If a Category 1 activity also has Conflict of Interest implications, please consult with Jennifer Ford, Director of Conflict of Interest, jjford@ucsd.edu, prior to requesting pre-approval. Be sure to note that the COI Office has cleared the activity in the "Notes" section in UC OATS and upload documentation as applicable.

Non-professional activities are those activities that are unrelated to the training or experience of the faculty member's qualifications for UC appointment. These do not need to be reported, however may raise a conflict of commitment if it interferes with the successful performance of the faculty member's University obligations.

Time Off

Effective June 1, 2020, all faculty will use EcoTime to report time off: ecotimecampus.ucsd.edu

Information and user guides for EcoTime may be found on
https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/index.html

If you plan to be physically absent from your University duties, which includes vacation time, jury duty, leave to attend professional meetings, etc., you must request your time away prior to your planned absence from your immediate supervisor.

All faculty with clinical responsibilities must make arrangements with their clinic site regarding patient schedules and arrange for clinical coverage with their colleagues. Please submit leave requests at least 60 days in advance. Consult with your Clinic Manger and/or Clinical Services Director regarding clinic leave approval processes. All requests must be approved by your immediate supervisor and/or Medical Director.

Vacation

Full-time faculty accrue 16 hours of vacation leave per month, up to a maximum of 384 hours. Accruals are prorated to percent of appointment. Faculty do not accrue sick leave. Faculty with UCSD payroll effort below 50% do not accrue vacation leave. Leave balances may be viewed in EcoTime.   It is very important to report your vacation usage within 2 pay periods and monitor your leave balances regularly.

EcoTime: https://ecotimecampus.ucsd.edu/

Login with ad (same as email password and username without the @ucsd.edu)
1. Click Employee Tasks
2. Click Timesheet
3. Select period from dropdown
4. Click Go
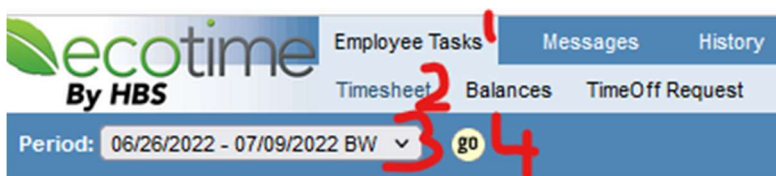
5. Click Date
6. Type # hours
7. Selection Reason from dropdown

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8. Save
9. Submit

(Not Approved, Not Completed)

Leaves of Absence

For Leaves of Absences, (family and medical leave, parental leave, childbearing leave, sabbaticals, or leave in lieu of sabbatical), contact ARC at arcrequest@health.ucsd.edu to file required documents.

Time off to attend professional meetings

You may be granted a leave with pay to attend professional meetings or for University business (as described in APM 752.). The Department Chair has approval authority for 7 days or less. Leave to attend professional meetings must be arranged with your colleagues and must not interrupt usual University responsibilities.

Policy references:
UC wide: APM (752, 758 & 759) https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/benefits-and-privileges/index.html

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Family Accommodations

UC San Diego's Family Accommodations policy assists academic appointees in balancing the needs of work and family and is considered fundamental to an equitable and productive academic environment. It offers faculty at the Assistant rank options for extensions of probationary period, and deferral of academic review. Contact ARC at arcquest@health.ucsd.edu for additional information.

Paid Leave options for faculty members are described in the HSCP Leave Policy, which may be viewed here: https://vchs.ucsd.edu/administration/arc/for-existing-employees/leave-of-absence.html#:~:text=HSCP%20Benefit%3A%206%20weeks%20consecutive,of%20University%20of%20California%20service.
Fund sources for the paid leave options are derived from current funding sources at the time of leave.

Department of Psychiatry General Faculty Meetings

All faculty are encouraged to attend the Department General Faculty meetings, which occur quarterly on Tuesday's from 8:00 to 9:00 am. Reminders will be sent out the week prior to the Department of Psychiatry Faculty listserv (psychiatry-faculty-l@mailman.ucsd.edu).

Mentors

All Assistant rank faculty will be paired with 2 mentors, and Associate and full rank faculty will be paired with 1 mentor. Mentors will be a more senior faculty member that can be used as a resource to assist faculty in identifying key individuals for different tasks, learn key policies and procedures, resolve problems, and determine priorities to attend to as a junior/new faculty member. Types of mentors are:

Academic Mentor. All Assistant rank faculty. The academic mentor will typically be someone the junior faculty member works with on a frequent basis, usually with a leadership role in their clinical or research unit.

Career Development Mentor. All Assistant rank faculty. The career development mentor will a member of the respective faculty committee (Senior Faculty or Senior Clinical Faculty), who the junior faculty member does not work with. The career development mentor can help the junior faculty member prepare for promotion review, explain the evaluation process and expectations for Assistant Professors and the upper ranks of the professorial series, and mentor progress through the academic reviews.

UCSD Mentor. All new Associate and Full rank faculty will be offered a UCSD mentor, which is strongly recommended, but not required. A UCSD mentor will be a senior member of the faculty to help those new to UCSD navigate new territory.

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We strongly recommend that you meet with your mentors at least once every 6 months. We ask that you take the initiative in setting up those meetings with your mentor, and please let us know if there are any problems connecting with them, or you wish to request a new mentor. We hope that you will utilize your mentors as an additional resource to help you progress through the academic ranks at UCSD.

Performance Review Criteria

Faculty are reviewed for reappointment, step increases or promotions every 2-3 years (depending on rank). The academic review process typically commences in the Spring 15 months prior to the July 1 effective date. You will be contacted by the Academic Resource Center (ARC) to submit documents for your academic review.

UCSD School of Medicine hires faculty in 6 different academic series, depending on job description. Faculty are reviewed in four areas: 1) Teaching, 2) Research or Scholarly Activity, 3) University & Professional Service, and 4) Professional Competence & Clinical Activity. The weight of each area depends on academic series. Faculty in the HS Clinical and Clinical X series will have a primary emphasis on clinical activity, and faculty in the Ladder rank, In Residence and Adjunct series will have a primary emphasis on research productivity. Below lists general information regarding the four areas of review. Please arrange a meeting the Vice Chair of Academic Affairs (Victoria Risbrough, vrisbrough@health.ucsd.edu) make sure you understand the expectations for academic advancement specific to your faculty series and job description.

Teaching

One of our three missions is teaching. All faculty are expected to actively participate in the educational mission of the University, which may include guest lectures in formal courses/ seminars, clinical supervision, case presentations, Grand Rounds, Independent Study Projects, and mentoring. Teaching activities benefitting any level of UCSD trainees (e.g. graduate students, undergraduate students, residents, fellows, etc.) will count towards the teaching requirement. Teaching activities for UCSD non-trainees, or trainees at other institutions, while helpful, does not satisfy this requirement.

Here are some of the most common areas our faculty teach in. Contact the Course Director or Program Director for more information or to inquire about teaching opportunities in your area of expertise. Please remember for all UCSD trainee teaching activities, it will be important to obtain teaching ratings for your teaching activities immediately or shortly after they occur and maintain these for your future academic reviews.

- Department of Psychiatry Education and Training Programs
  https://medschool.ucsd.edu/som/psychiatry/education/Programs/Pages/default.aspx
- SDSU/UCSD Joint Doctoral Program in Clinical Psychology https://clinpsyc.sdsu.edu/
- UCSD Psychiatry Residency
  https://medschool.ucsd.edu/som/psychiatry/education/Programs/residency/pages/default.aspx
- Neurosciences Graduate Program https://neurograd.ucsd.edu/

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- UCSD School of Medicine https://medschool.ucsd.edu/education/pages/default.aspx

How to obtain teaching ratings:

You will find a wide variety of teaching evaluation systems exist at UCSD. It is best practice to inquire with the course coordinator or program director to ask about how teaching evaluations are collected, and how you can expect to receive the evaluation summary. Common contacts are:

Undergraduate Courses (courses numbered 1-199): CAPE
 Verify listing as instructor on record with Registrar prior to teaching activity. Evaluation results available after grades have been posted. http://www.cape.ucsd.edu/
Contact: cape@ucsd.edu

School of Medicine Graduate Courses (courses numbered 200-499): OASIS
The Office for Medical Education Technology and Verify listing as instructor on record with Office for Medical Education Technology and Evaluation staff prior to teaching activity.
https://medschool.ucsd.edu/education/undergrad/for_faculty/Evaluation/Pages/default.aspx
Contact: MedEDTechEval@ucsd.edu
OASIS Login: https://meded-oasis.ucsd.edu

Neurosciences Graduate Program https://neurograd.ucsd.edu/
Cathy Pugh cpugh@health.ucsd.edu

Residents: MedHub
Psychiatry Residency Training Office Tracy Riley (triley@ucsd.edu) or Keisha Moore (kmm020@ucsd.edu) or call 619-471-0209.
MedHub Login: https://ucsd.medhub.com/index.mh

SDSU/UCSD Joint Doctoral Program in Clinical Psychology:
Graduate Courses for the doctoral program will have a CLIN prefix,
UCSD contact Kate Gutierrez ktgutierrez@health.ucsd.edu, 858-822-5791.
SDSU contact Lynsey Miller, lmiller@sdsu.edu, 619-594-7113.

Clinical Fellow (e.g. Community Psychiatry Fellowship, Child and Adolescent Psychiatry Fellowship, Geriatric Psychiatry Clinical Fellowship, Addiction Psychiatry Fellowship, Consultation-Liaison Psychiatry Fellowship, Eating Disorders Fellowship, etc.): Fellowship Program Director. Contact information for many Department of Psychiatry fellowship programs can be found on
https://medschool.ucsd.edu/som/psychiatry/education/Programs/Pages/default.aspx

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Seminar series and guest lectures: The faculty member should check with the seminar coordinator or program director regarding their system for distributing and collecting evaluations. All seminars and programs should have a method to evaluate their guest lecturers, although the methods will vary between their programs.

Research Mentees: You may have research mentees that are not affiliated with a specific training program. In these cases, ARC will create for you a unique evaluation link that you may send to these mentees to complete. Contact the Department of Psychiatry Academic Affairs via PsychiatryTeaching@health.ucsd.edu office for your unique mentee link.

University & Professional Service

University and/or public service is a criterion for advancement in all faculty series. Faculty are expected to participate effectively in faculty government, University committees, and the formulation of departmental, college, divisional, school, and University policies. An Assistant Professor is normally expected to provide service at the local level of the Department. Associate Professors are expected to demonstrate service activities in increasing scope (School of Medicine and/or professional organizations) and full Professors are expected to demonstrate increasing leadership in their service activities. Full Professors in the Academic Senate faculty series are expected to serve at the school-wide or campus level.

Some examples include serving as members of Graduate, Residency, or Fellowship selection committees, participation in task groups relevant to the improvement of clinical care, grant review committees, or activities promoting diversity, to name a few. In addition, any service activities at the VA San Diego and/or Rady Children's Hospital count as well.

Research or Scholarly Activity

For faculty in the Ladder rank, In Residence, and Adjunct Professor series, it will be important to produce documented evidence of research productivity such as peer reviewed original research articles (demonstrating independence from mentors) and independent funding support.

For faculty in the HS Clinical series, it is not required to participate in research, however some form of scholarly activity is required. Some examples include development of patient education materials, publication of newsletters, reviews, case reports, or development of an innovative clinical procedure.

For faculty in the Clinical X series, it will be important to produce evidence of documented scholarship (including publications) that has a national impact beyond UCSD.

Professional Competence & Clinical Activity

Faculty with clinical responsibilities (can be appointed in any faculty series) are expected to provide full and effective execution of clinical duties within assigned setting, demonstrate willingness to accept service

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assignments of importance to clinical programs, and provide consistently high-quality care as evidenced by standardized assessments of quality (e.g., quality indicators, referees' evaluation of clinical skills).

Confidential Consultation/ Mediation

Department of Psychiatry Personalized Consultation Program

The primary purpose of this program is to provide trainees and faculty opportunities for private discussions with a UCSD Psychiatry faculty member who has volunteered to serve as a "consultant" or "advisor" on issues relevant to personal identity and how this relates to professional development. The goal is to provide individuals a resource, in addition to their existing mentor(s), to help them address topics relevant to their professional development and career goals that they do not wish to discuss, or feel uncomfortable discussing, in their primary professional or training setting. This faculty member would be a member of a specific identity group or someone with a specific life experience relevant to the consultee's needs. This consultation service will be confidential and will not be discussed as part of any professional evaluation or academic review.

If interested, email or call Matthew Panizzon, Ph.D. (mspanizzon@ucsd.edu); (858) 534-8269 to indicate your interest in the program. Please indicate in a few sentences the type of consultation you would like to receive, articulating as best you can the relevant issues and how they are impacting your career. Remember that this information cannot be assumed to be completely private, but the more you are willing to share, the better our confidential matchers can facilitate a connection with an appropriate consultant.

UCSD Ombuds

The UC San Diego Office of the Ombuds provides confidential, neutral, and informal dispute resolution services for the UC San Diego community. The office is available to assist faculty, staff, students, non-Senate academics, postdoctoral trainees, and employees of UC San Diego Health System (UC San Diego Medical Center and related facilities) who seek guidance with the resolution of academic or administrative issues and disputes.   https://ombuds.ucsd.edu/

UCSD Office for Equity, Diversity, and Inclusion

The UC San Diego Office for Equity, Diversity and Inclusion has a mission to create a diverse, equitable, and inclusive campus in which students, faculty, and staff can thrive. Their vision is for UC San Diego to be the campus of choice that reflects and serves all segments of society and whose people, policies, and practices serve as a model for inclusive excellence. https://diversity.ucsd.edu/ The Center for Faculty Diversity and Inclusion is overseen by two Associate Vice Chancellors who are available to consult privately with faculty to discuss issues of equity and inclusion in all aspects of faculty affairs including recruitment, retention and advancement. http://facultydiversity.ucsd.edu/about/staff.html

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Annual Faculty Workshops

Each year the Office of Faculty Affairs coordinates several workshops for Health Sciences faculty that cover a wide range of topics including faculty orientation, retirement, promotions, compensation, and space allocation.

Website: https://medschool.ucsd.edu/vchs/faculty-academics/faculty-affairs/faculty-development/workshops/Pages/default.aspx

For more information, contact hsfacaffairs@ucsd.edu

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Appendix A. Clinicians (UCSD/ Rady)

Division Chief of General Adult Psychiatry: Dr. Steve Koh
Division Chief of Geriatric Psychiatry: Dr. Ellen Lee
Division Chief of Specialty Adult Psychiatry: Dr. Terry Schwartz
Division Chief of Eating Orders: Dr. Terry Schwartz (Interim)

Administrative Program Manager, Patricia Correia pacorreia@health.ucsd.edu

Department Clinical Compensation Plan (DCCP)

The DCCP provides the foundation and ground rules for setting the compensation of clinical staff and faculty with clinical responsibilities. It addresses the sources and amounts of funding, and the performance expectations for these staff and faculty across all missions, including clinical, teaching, and administrative. Effective 1/1/2016 the Department transitioned to an RVU based compensation model. Clinical staff and faculty are compensated primarily based on their productivity and clinical activity via Care Payments.

Please review the UC San Diego Department of Psychiatry Clinical Compensation Plan (provided as a handout). If you have any questions regarding the content of the plan or how it affects your compensation, please contact the Director and Co-Director of the Division of Clinical Psychiatry.

Please note, the DCCP does not apply to clinicians working 100% time at either the Eating Disorders Center for Treatment and Research or Rady Children's Hospital San Diego.

Clinical Compensation and Expectations Memo

In an effort to promote transparency, prior to the start of each fiscal year, clinicians will be given a memo that outlines their clinical effort, compensation and RVU expectations.

Call Pool

All HS Clinical Faculty with a fixed clinical FTE are required to fulfill on-call coverage responsibilities. Please refer to the Departmental Clinical Compensation Plan for details regarding on-call expectations and pay. There are currently three separate call pools: (1) UC San Diego Medical Center in Hillcrest; (2) Jacobs Medical Center (JMC) in La Jolla; and (3) the Senior Behavioral Health Inpatient Unit in Hillcrest. Your work site, credentials, and program will determine the call pool you join.

Prior to taking call, please confirm you have completed the following:

Epic Training

Before taking call, you must complete Epic training. Typically, you will have completed this training during your initial onboarding process.

Epic training usually takes place in person at 9560 Towne Center Drive, training room 150A. However, due to COVID, Epic training is now being conducted virtually.

To review the class schedule and register for a training, please follow the instructions outlined on the "EMR User Resources" site on the Pulse webpage:
https://pulse.ucsd.edu/departments/EMR/Trainingaccess/Pages/tCalendar.aspx

Please ask your supervisor of Department of Psychiatry Clinical Division Program Manager for assistance submitting an IS Access Request Form.

You should register for both the "Epic Ambulatory Provider Virtual Training", offered Tuesdays 8 AM-12 PM, and the "Epic Inpatient Provider Virtual Training", offered Tuesdays, 12-2 PM.

UC San Diego Medical Center Badge

In order to enter the hospital for call you must have a UC San Diego Medical Center ID badge. If you do not have one, you will need to obtain one prior to taking call.

**Please speak with your supervisor or Department of Psychiatry Clinical Division Program Manager to obtain a Security Badge Application Form. You will need to submit this form to Hillcrest or Thornton Security Services to obtain your badge.

Medical Staff Privileging, Credentialing, Admitting Privileges, and 5150 Certification

Please confirm that you are privileged and credentialed with the Medical Staff. Please also confirm that you have **admitting privileges** and that your **5150 certification** is up to date. If you do not have admitting privileges, you will need to request these privileges and complete and submit a new Delineation of Privileges (DOP) form. If you do not have a 5150 certificate or your certification has expired, you will need to take and pass the 5150 exam prior to taking call.

**Please contact the Medical Staff Administration office (619-543-7874) or Department of Department of Psychiatry Clinical Division Program Manager you need assistance verifying the status of your privileges.

Medical Group/Provider Enrollment Billing

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In order to bill for your services, you need to be set up to bill as a member of the Medical Group (this is a different application process than your privileging application with the Med Staff) and you need to confirm that you have the correct bill areas – 1105 and 1106. The Provider Enrollment team manages this process.

**Please contact Department of Psychiatry Clinical Division Program Manager if you need assistance confirming you are set up to bill.

Call Orientation

Please schedule an orientation time prior to your first day taking call with one of the call pool coordinators.

Hillcrest Call Pool:
Please contact Dr. Steve Koh (shkoh@health.ucsd.edu).

Senior Behavioral Health Call Pool:
Please contact Dr. Raisa Yagudayeva (rayagudayeva@health.ucsd.edu).

*Please also contact the Division of Clinical Psychiatry Program Coordinator to ensure you are added to webpaging and all relevant call pool listservs.

Webpaging (https://secure-web2.ucsd.edu/webpaging/search.aspx) is the site we use to notify the Medical Center of who is on call each day. Your cell phone number will be loaded into the Webpaging system so you can be contacted by the system operators while on call. Call calendars are generated for each call pool on a biannual or annual basis; however, Webpaging can also be consulted with regards to each week's call schedule.

Find a Provider Profile

Please review your Find a Provider Profile on the UC San Diego Health website (https://providers.ucsd.edu/) to ensure it reflects your new faculty title. For updates, email providers@health.ucsd.edu.

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Appendix B. Research

Human Research Protection Program (HRPP)

Responsible for the review of all human-subject research at UCSD.

https://irb.ucsd.edu/Home.FWx

Institutional Animal Care and Use Committee (IACUC)

Oversees all UCSD research and instruction involving vertebrate animals, in order to ensure that the highest ethical and animal welfare standards are met. The IACUC reviews protocols monthly and requires protocol submission one month prior to the meeting. https://blink.ucsd.edu/sponsor/iacuc/

**Tip: Prior to protocol submission, you should meet with the IACUC office Director Kristen Anderson-Vicino kca002@ucsd.edu. If other information is required, you can contact the Chair of IACUC Dr. Michael Gorman mgorman@ucsd.edu

Main IACUC Line: (858) 534-6069

Online Protocol Technical Support: AUPShelp@ucsd.edu, (858) 822-2760

Campus Mail Address: Mail Code 0071

IACUC Office email: iacuc@ucsd.edu

Environmental Health and Safety (EHS)

Potentially hazardous materials are handled safely in the laboratory.

Controlled Substances: Wendy Scott, wscott@ucsd.edu; 858-534-1362

Conflict of Interest Office (COI)

UC San Diego Conflict of Interest Office: 858-534-6465 or http://blink.ucsd.edu/sponsor/coi/index.html

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Intellectual Property, tech transfer, patents, etc.

UC San Diego Technology Transfer Office (858-534-5815 or invent@ucsd.edu)

Purchasing

UCSD has rolled out a new financial system as of July 1, 2020. The following are accessible knowledge-based articles (KBAs) that will help learn about purchasing and requesting reimbursement within UCSD. Here are some KBAs to refer to.

Concur is used for payments to non-UCSD vendors. Here is additional information on what kinds of payments can be requested in concur:
https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=7ee080431b5c3810506f64e8624bcb98

How to log into Concur:
https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=9117d109db7190946576785e0f9619ab

How to request a new Procurement Card:
https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=842e0e301b557810506f64e8624bcbfa

How to request a travel and entertainment card:
https://support.ucsd.edu/finance?id=kb_article_view&sys_kb_id=6c46bb761b143810506f64e8624bcb4a\

Supervising Undergraduates in Long Term Research

UCSD permits undergraduates to enroll in Special Studies Classes (course number 199) to pursue laboratory-based research projects. The student will have to enroll in this course via an academic department, presumably in their major. The student will need to discuss the project with their academic advisor.
https://students.ucsd.edu/academics/enroll/special-enrollment/special-studies-classes.html
Faculty should contact relevant departments (e.g. Psychology, Biology) directly to obtain an affiliation to be eligible to mentor 199 students.

Department of Psychiatry Grant Writing Seminar

Dr. Martin Paulus runs a 2-day comprehensive proposal development workshop designed to develop a competitive specific aims page from a grant idea. This workshop focuses on developing ideas for grants into potentially competitive projects that can be developed into proposals for NIH. The emphasis is on refining initial grant ideas within the specific framework (people and environment) of the young investigator. The basic notion is that impact and innovation are the most important aspects of a proposal and often do not receive

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sufficient scrutiny by the applicant. The intent is that by engaging in intense peer-based activities (idea review, mock study sections, discussions) the participant will receive helpful feedback that will make the application more competitive. Space is limited to 8-12 Department of Psychiatry participants. Please contact Jennifer Hickey-Hinojosa (jhickey@ucsd.edu) for the dates of the 1-2 workshops held over the academic year.

Department of Psychiatry Grant Review Committee

Dr. Beth Twamley (etwamley@ucsd.edu) runs and organizes this meeting. Anyone wishing to get feedback on a potential grant proposal can contact Dr. Twamley and arrange to present at this meeting. K applicants are strongly encouraged to do so, but this group is open to grants and faculty at any level. The Committee also recommends that people seeking to present at this meeting contact faculty members with expertise in their area to specifically invite them to attend.

Health Sciences K Writing Group

This is a medical school-wide group for postdocs and junior faculty. Feedback is provided on all aspects of the K application process and on all components of the application from biosketches to scientific sections. This group is led by Dr. William Kremen, The K-R Committee Chair, and Dr. Harvey Checkoway from the Department of Family Medicine and Public Health.

Implementation Science Seminar

In addition to presentations from national and internationally known experts in implementation science, this seminar is intended to provide a forum for grant development. Several K and R grant ideas have been workshopped at this seminar and have gone on to be NIH-funded projects. The Seminar is directed by Gregory Aarons, PhD, Professor in the Department of Psychiatry. Anyone interested in presenting and getting feedback on grant ideas should contact Joella Phillips (jiphillips@ucsd.edu).

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Appendix C. Hiring Others

As your research or clinical program develops, your team of postdocs, residents and staff will grow.

The Office of Faculty Affairs presents an annual seminar "Hiring Staff in Academic Medicine"
https://medschool.ucsd.edu/vchs/faculty-academics/faculty-affairs/faculty-development/workshops/Pages/default.aspx

Hiring Staff and Students

Contact Mindie Hsu, Department of Psychiatry Human Resources/Project Coordinator
m6hsu@health.ucsd.edu or Kelsey Sandoval, Department of Psychiatry Human Resources Assistant
klsandoval@health.ucsd.edu

Visa and Immigration

The International Students and Scholars Office (IFSO) is the UCSD liaison with the U.S. Department of Homeland Security, U.S. Department of State, and other federal agencies. Immigration restrictions are complex and subject to change depending on current legislation, regulations, and interpretations; therefore, it is important to consult with IFSO with specifics regarding your potential hire and follow their instructions precisely. Please be aware that with all appointments of internationals, both IFSO and the federal government apply processing fees.

IFSO https://ifso.ucsd.edu

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