

Preceptor to Volunteer Assistant Clinical Professor (VACP) Overview

Preceptor to VACP Eligibility

- Preceptors must have volunteered for two years and must complete 40 hours of preceptor service each year (Minimum total hours of service of at least 80 hours), prior to promotion to the Volunteer Assistant Clinical Professor title.

How to appoint a preceptor into the VACP title

- Promotion into the VACP title must be recommended to the Academic Human Resources department by a UCLA School of Nursing (SON) Faculty Sponsor using the “Faculty Sponsor Recommendation Form” in eValue. See “VACP Faculty Sponsor Recommendation Instructions” PDF on the intranet
- The Faculty Sponsor will be required to upload preceptor documents into eValue before their appointment start date upon submitting the Faculty Sponsor Recommendation Form
 - A completed attestation
 - Curriculum Vitae
 - Copies of current, unrestricted professional work license to practice from the Medical Board of California (MD), or California Board of Registered Nursing (RN, NP) including a PDF copy of Public Record Actions
 - *Screenshots of documents from the CA BRN website are acceptable
 - Certifications if applicable

Volunteer Assistant Clinical Professor Requirements

- The candidate must also be willing and able to provide a minimum of 40 hours of service to the School of Nursing on a yearly basis/before their appointment end date to qualify for reappointment. Promotion into the VACP title is for 5 years. Minimum total hours of service of at least 200 hours in the past 5 years is required to be eligible for reappointment.