

# CALL FOR UNIVERSITY SERVICE

## Standing Panel for Faculty Code of Conduct Investigations

***Please register by February 25, 2019, 5:00 p.m.***

Dear Colleagues,

I invite you to participate in an important form of University service – joining a standing panel of faculty from which committees that investigate allegations of faculty misconduct are selected. This service constitutes an important form of University service – one of the key areas of review for academic advancement actions.

The Office of the Vice Provost, Academic Affairs administers investigations into allegations that faculty members have violated the Faculty Code of Conduct (APM 015). This is interesting, valuable work, and I welcome your participation. [Please register here.](#)

**VALUE:** Faculty Code of Conduct investigations serve several important purposes:

- They enforce the values and ethical principles embodied in the Faculty Code of Conduct
- They provide a vitally important due process function by ensuring that any discipline recommendations result from a fair, peer evaluation process
- They help foster a climate of respectful collegiality at UCSF
- They reassure the University community that complaints are pursued rigorously.

**ELIGIBILITY:** All faculty at the Associate and full Professor ranks are eligible for this service. Recall and Emeritus faculty are also eligible to serve. We seek to add to the existing panel, with representation across all faculty series.

**SERVICE:** Faculty members who are selected will agree to serve on a standing panel from which ad hoc investigation committees are selected for a period of three years. It is possible that not all faculty on the panel will be called to serve on a committee; however, all faculty on the panel will still be able to claim panel membership as University service.

If assigned to an *ad hoc* investigation committee, the work will consist of reviewing the case file, interviewing witnesses and/or reviewing documents to gather information, and contributing to a written report that includes findings and if appropriate, a recommendation for discipline, which is advisory to the Vice Provost and the Chancellor. For more information about the process, please consult the [Investigation Procedure](#) and/or the [Faculty Misconduct Investigation Process Flowchart](#).

The time commitment involved for each investigation varies, depending on the complexity of the issues, the number of witnesses/documents, and other factors. All committee work is supported by excellent, high-level analytic support personnel in the Vice Provost's Office.

Many faculty who have served on these committees have found the work enjoyable and interesting, and have learned about situations they would not have encountered without this service. Comments from former *ad hoc* investigation committee chairs and members may be viewed [here](#).

**TRAINING:** Faculty who serve on the standing panel will receive training specific to the Faculty Code of Conduct investigation process.

**QUESTIONS:** Please contact Academic Labor Relations Manager Tanisha Willoughby ([Tanisha.Willoughby@ucsf.edu](mailto:Tanisha.Willoughby@ucsf.edu) / 415.476.4574).

If you have an interest in participating in this important service opportunity, [please register here](#).

Sincerely,

Brian K. Alldredge, PharmD.  
Vice Provost, Academic Affairs