

September 2, 2004

ASSOCIATE ACADEMIC DEAN BRIAN ALLDREDGE  
GRADUATE DIVISION DEAN CLIFF ATTKISSON  
VICE DEAN NEAL COHEN  
DEAN OF ACADEMIC AFFAIRS TROY DANIELS  
ASSOCIATE ACADEMIC DEAN MARYLIN DODD

**RE: ANNUAL CALL FOR ACADEMIC PERSONNEL ACTIONS EFFECTIVE 2005-2006  
AND 2005 ACADEMIC APPRAISAL**

<b>ACADEMIC PERSONNEL ACTION</b>	<b>DATE DUE IN VC ACADEMIC AFFAIRS</b>
Merits - Normal	January 24, 2005
Merits - Accelerated, Professor V - VI, IX - Above-Scale	December 1, 2004
Academic Advancement Status List	November 3, 2004
Appointments, Changes in Series	December 1, 2004
Promotions	December 1, 2004
Appraisals	To Be Prepared Before the End of Fourth Year
Five-Year Review	January 24, 2005

**DOSSIER DEADLINES**

**All July 1, 2005 departmental deadlines will be absolute.** If a faculty member does not submit materials to the department on or before the departmental deadline; the action will not be reviewed in the current cycle. **Late dossiers will be reviewed in the subsequent cycle and will be recorded as a decelerated action due to late submission.** These actions will not be corrected by subsequent accelerations. It is important to document in the dossier that a deadline was not adhered to so that different levels of reviewers do not recommend catch-up actions.

Responsibilities for meeting deadlines:

1. Each **faculty member** must provide a UCSF formatted curriculum vitae; a list of names of possible evaluators (if letters will be solicited) and a list of names of persons who might not be objective evaluators with reasons.
2. Each **Department Chair** must notify the faculty of the Department's deadline for submission of materials, schedule Department meetings to discuss and vote on cases, review and assess all faculty within the Department to assure equitable salary and advancement and write the Departmental letter. The Departmental letter for every packet put forward after October 1, 2004 shall include a sentence indicating whether the faculty member submitted his or her materials by the department deadline.
3. Each **Dean** has responsibility for establishing internal deadlines that encourage Departments to transmit files in a timely manner; ensuring that Chairs understand their responsibilities in the review process; ensuring that Departments meet the School's deadlines; providing an independent assessment of each case, and assuring that faculty receive equitable salary and are appropriately advanced.
4. The **Executive Vice Chancellor** has responsibility for establishing campus deadlines; ensuring that Schools follow established review policies and guidelines, consulting with the Committee on Academic Personnel when appropriate, and assuring that faculty receive equitable levels of appointment and are appropriately advanced.

Departments are strongly encouraged to get files in as soon as possible.

### **ACADEMIC SALARIES 2004-05**

Attached are the range adjusted scales for the Academic Student Employees Unit who will be receiving a 1.5% salary increase effective October 1, 2004.

Range adjustment funds from the State were not received for all other academic employees. Those academic salary scales will remain unchanged.

Note that all Professional Research titles must be at the maximum of the step range no later than October, 2004.

### **CHILDBEARING LEAVE**

The Chancellor provides six weeks of the fiscal-year base (Scale 0) salary to departments to help defray costs associated with the leave. These funds can be used to meet replacement requirements or other departmental academic needs. Funds are prorated based on percent time. If a faculty member holds a without salary title no funding will be allocated to support the Childbearing

Leave. Please note that this procedure does not apply to adoptions. Adoptions are covered under the Active-Service Modified Duties or Parental Leave without Pay policies.

### **RECALL**

For UC retirees that are Medicare-eligible, and/or have Medicare-eligible family members, federal law requires that if the rehired retiree becomes eligible for medical coverage as an employee, Medicare will become the secondary payer and the employee medical coverage will become primary. Since this can have an impact on the employee's and the employer's cost for medical coverage, it is recommended that Recall/Postretirement appointments/re-appoints now be limited to 43%. The link to the UCOP Medicare Fact Sheet is:

[http://atyourservice.ucop.edu/forms\\_pubs/checklists\\_factsheets/medicare\\_factsheet.pdf](http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/medicare_factsheet.pdf)

In preparing Post-Retirement or Recall appointment or reappointment packets, it is no longer necessary to include a curriculum vitae.

### **DISCUSSION POINTS BETWEEN DEPARTMENT CHAIR AND NEW FACULTY APPOINTEES**

The Discussion Points document will now be incorporated into the appointment dossier and forwarded with the review packet. Two changes have been made to the Discussion Points document (agreed upon by both Committee on Academic Personnel and the campus administration) to ensure that a discussion of the negotiated annual salary and covered compensation, as well as a discussion of the sources of compensation for the first two years has taken place between the faculty member and hiring department.

### **LETTERS OF EVALUATION**

In response to departmental requests, the Committee on Academic Personnel and campus administration have agreed to allow the written request for letters of evaluation, as well as the letters of evaluation, to be submitted via Facsimile and/or E-Mail. It is anticipated that this will greatly facilitate and reduce the preparation time for dossiers.

### **COMMUNICATION OF REVIEWS**

Letters from the Executive Vice Chancellor informing the faculty member and the department of the result of the dossier review will no longer be based on the information provided on the Personnel Action Form, but rather only the information provided on the Summary Sheet. **It is therefore imperative that the Summary Sheet be accurate and** includes such information as all joint and additional appointments, areas of interest, degree, etc. We want to avoid confusion for faculty members, who become anxious when all the correct information is not included in the letter. Since these letters are now sent out much earlier than in the past, if an "improvement needed" letter is sent to the Chair it should be addressed as soon as possible.

Letters of Appraisal from the Executive Vice Chancellor will include an overview of the findings of the reviewing agencies and should always be sent to faculty members who are appraised. The Executive Vice Chancellor's letter will include the statement saying, "When this letter has been shared with Dr. \_\_\_\_\_ and his/her Department Chair, I would appreciate a note to that effect, signed by both so that it can be placed in his/her personnel file."

### **CAREER REVIEW**

A Career Review process was introduced at UCSF in 2002 and provided the opportunity for an evaluation of a faculty member's rank and step within a series. Effective immediately, the Career Review process will also be available for review for **change-in-series**. Briefly, a faculty member may request that a career review be initiated. Occasionally the series rank and step may be inconsistent with the faculty member's accomplishments. Cases are reviewed from the initial hire throughout a faculty member's UCSF academic career. A faculty member initiates this review by submitting a written request to the department chair providing supporting documentation and the series rank and step that she/he wants considered. The faculty member and the department will then assemble a review file that addresses the candidate's entire academic record at UCSF. The review will proceed as a normal review including appropriate internal and external letters, faculty vote, etc. Even if the department does not support the action, the faculty member may request that the file move forward. If warranted, the faculty member will be placed at the appropriate series, rank and step. No retroactive actions will be taken.

### **LECTURERS**

Effective immediately, the Vice/Associate Academic Deans are delegated the authority for approval of Lecturers, without salary, appointments.

### **ASSISTANT RANK, STEPS I AND II**

In response to a proposal put forward by School of Medicine Vice Dean Cohen, the Committee on Academic Personnel and the Executive Vice Chancellor have approved a delegation of authority to the Vice/Associate Academic Deans for approval of appointments and advancements to the Assistant rank, Step I or II in all faculty series. The Committee on Academic Personnel will continue to provide a "rush" review for appointments at the Assistant, Step III level.

### **PROFESSIONAL RESEARCH SERIES**

Review and approval of normal, on-time merits in the Professional Research Series (with the exception of merit from Step V to VI) is delegated to Vice/Associate Academic Deans. As in the past, promotions in the Professional Research Series will be reviewed by the Committee on Academic Personnel.

**DISSEMINATION OF SCHOLARSHIP**

In accordance with the Academic Personnel Manual faculty scholarship must be disseminated, e.g., in peer-reviewed professional journals, book chapters and other publications. However, documentation of dissemination can take place through other nontraditional mechanisms, including national/international adoption of new teaching methodologies, development of websites and other creative endeavors. For these nontraditional mechanisms of dissemination, faculty should be informed of the need to clearly demonstrate through their CVs, extramural letters or other mechanisms, how and where these scholarly contributions are valued and used/adopted outside of the University.

A. Eugene Washington, M.D.  
Executive Vice Chancellor

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Attachments

cc: J. Michael Bishop, Chancellor  
Craig Van Dyke, Director, Langley Porter Institute  
Todd Margolis, Director, Francis I. Proctor Foundation  
Ara Tahmassian, Assistant Vice Chancellor  
B. Joseph Guglielmo, Committee on Academic Personnel  
Associate Dean for Academic Affairs Caroline Damsky  
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity  
Karen Butter, University Librarian

**TABLE 20  
STUDENT TITLES\*  
TEACHING ASSISTANT AND EQUIVALENT, OTHER**

	Salary Scale 10/1/03		Salary Scale 1/1/04**		Salary Scale 10/1/04				
	Hourly		Hourly		Hourly				
	Annual	1/9 Monthly	Quarterly	Annual	1/9 Monthly	Quarterly			
<b>Reader**** With Baccalaureate Without Baccalaureate Comp Group A61/B61</b>	10.82	10.27	10.98	10.42	11.14	10.58			
<b>Teaching Assistant****</b>	28,290	3,143.33	9,430.00	28,714	3,190.44	9,571.33	29,145	3,238.33	9,715.00
<b>Nursery School Assistant****</b>	28,290	3,143.33	9,430.00	28,714	3,190.44	9,571.33	29,145	3,238.33	9,715.00
<b>Community Teaching Fellow****</b>	28,290	3,143.33	9,430.00	28,714	3,190.44	9,571.33	29,145	3,238.33	9,715.00
<b>Teaching Fellow**** Comp Group A63/B63</b>	33,168	3,685.33	11,056.00	33,666	3,740.67	11,222.00	34,171	3,796.78	11,390.33

\*For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). For any of the titles in this list that are covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

\*\*Represented and non-represented employees who were on payroll and working during December 2003 received a one-time lump-sum payment as follows: \$70 to employees with an appointment of 25% or more, and \$35 to employees with an appointment less than 25%.

\*\*\*Rates for Reader, Teaching Assistant, Nursery School Assistant, Community Teaching Fellow, and Teaching Fellow apply to both represented and non-represented employees in these titles, except for represented and non-represented Teaching Assistants (Graduate Student Instructors) and represented Readers, Nursery School Assistants, and Community Teaching Fellows enrolled at the Berkeley campus. For Berkeley campus rates for these exceptions, consult the Berkeley Academic Personnel Office website. An example of a non-represented employee is a Teaching Assistant whose work takes place primarily outside of California.

TABLE 21  
STUDENT TITLES\*  
ASSOCIATE\*\*

ACADEMIC YEAR	Salary Scale 10/1/03		Salary Scale 1/1/04***		Salary Scale 10/1/04			
	Annual Range	1/9 Monthly Range	Annual Range	1/9 Monthly Range	Annual Range	1/9 Monthly Range		
	29,641 - 35,136	3,293.44 - 3,904.00	30,086 - 35,663	3,342.89 - 3,962.56	30,537 - 36,198	3,393.00 - 4,022.00		
	Salaries within range							
	Annual	1/9 Monthly	Annual	1/9 Monthly	Annual	1/9 Monthly		
	29,641	3,293.44	30,086	3,342.89	30,537	3,393.00		
	30,216	3,357.33	30,669	3,407.67	31,129	3,458.78		
	30,903	3,433.67	31,367	3,485.22	31,838	3,537.56		
	31,576	3,508.44	32,050	3,561.11	32,531	3,614.56		
	32,226	3,580.67	32,709	3,634.33	33,200	3,688.89		
	32,950	3,661.11	33,444	3,716.00	33,946	3,771.78		
	33,712	3,745.78	34,218	3,802.00	34,731	3,859.00		
	34,360	3,817.78	34,875	3,875.00	35,398	3,933.11		
	35,136	3,904.00	35,663	3,962.56	36,198	4,022.00		
FISCAL YEAR	Annual Range		1/12 Monthly Range		Annual Range		1/12 Monthly Range	
	32,950 - 40,329	2,745.83 - 3,360.75	33,444 - 40,934	2,787.00 - 3,411.17	33,946 - 41,548	2,828.83 - 3,462.33		
	Salaries within range							
	Annual	1/12 Monthly	Annual	1/12 Monthly	Annual	1/12 Monthly		
	32,950	2,745.83	33,444	2,787.00	33,946	2,828.83		
	33,712	2,809.33	34,218	2,851.50	34,731	2,894.25		
	34,360	2,863.33	34,875	2,906.25	35,398	2,949.83		
	35,136	2,928.00	35,663	2,971.92	36,198	3,016.50		
	35,934	2,994.50	36,473	3,039.42	37,020	3,085.00		
	36,746	3,062.17	37,297	3,108.08	37,856	3,154.67		
	37,619	3,134.92	38,183	3,181.92	38,756	3,229.67		
	38,481	3,206.75	39,058	3,254.83	39,644	3,303.67		
	39,368	3,280.67	39,959	3,329.92	40,558	3,379.83		
	40,329	3,360.75	40,934	3,411.17	41,548	3,462.33		

Comp Group A67

\*For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). For any of the titles in this list that are covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

\*\*This title is available only to registered graduate students. Rates for Associate apply to titles covered by a Memorandum of Understanding and to non-represented titles, except for employees at the Berkeley campus. For Berkeley campus rates, contact the Berkeley Academic Personnel Office. The San Francisco campus does not use the title.

\*\*\*Represented and non-represented employees who were on payroll and working during December 2003 received a one-time lump-sum payment as follows: \$70 to employees with an appointment of 25% or more, and \$35 to employees with an appointment less than 25%.

**TABLE 22  
STUDENT TITLES\*  
REMEDIAL TUTOR\*\***

	<b>Salary Scale 10/1/03</b>	<b>Salary Scale 1/1/04***</b>	<b>Salary Scale 10/1/04</b>
	<u>Hourly</u>	<u>Hourly</u>	<u>Hourly</u>
<b>Remedial Tutor I</b>			
<b>Single Student Sessions</b>	10.82	10.98	11.14
<b>Group Sessions</b>	14.55	14.77	14.99
<b>Remedial Tutor II</b>			
<b>Single Student Sessions</b>	12.99	13.18	13.38
<b>Group Sessions</b>	16.73	16.98	17.23

Comp Group A62/B62

The title Remedial Tutor is distinct from the title Tutor.  
For Tutor rates, contact the campus Academic Personnel Office.

\*For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). For any of the titles in this list that are covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

\*\*Rates for Remedial Tutor apply to both represented and non-represented employees in this title.

\*\*\*Represented and non-represented employees who were on payroll and worked during December 2003 received a one-time lump-sum payment as follows: \$70 to employees with an appointment of 25% or more, and \$35 to employees with an appointment less than 25%.