

July 11, 2005

ASSOCIATE ACADEMIC DEAN BRIAN ALLDREDGE
GRADUATE DIVISION DEAN CLIFF ATTKISSON
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS CAROLINE DAMSKY
ASSOCIATE ACADEMIC DEAN MARYLIN DODD
VICE DEAN DONNA FERRIERO

Re: Annual Call for Academic Personnel Actions Effective 2006-2007 and 2006 Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE IN AVC ACADEMIC AFFAIRS
Academic Advancement Status List	November 4, 2005
Merits - Accelerated, Professor V - VI, IX - Above-Scale	December 1, 2005
Appointments, Changes in Series	December 1, 2005
Promotions	December 1, 2005
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	January 23, 2006
Five Year Review	January 23, 2006

DOSSIER DEADLINE

All July 1, 2006 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 decelerated actions due to late submission. If the delay is caused by faculty non-compliance the action will not be corrected by subsequent acceleration. The Chair's letter must document the reason for any delay.

Responsibilities for meeting deadlines:

1. Each faculty member must provide a UCSF formatted curriculum vitae (CVGuidelines2005.pdf); 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 ensure equitable salary and advancement and write the Departmental letter. The Departmental letter for every packet put forward after the Department or School Dean's office deadlines 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 Associate Vice Chancellor, Academic Affairs, 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 ensuring that faculty receive equitable levels of appointment and are appropriately advanced.

Departments are strongly encouraged to submit files as soon as possible.

DISCUSSION POINTS BETWEEN DEPARTMENT CHAIR AND NEW FACULTY APPOINTEES

The Discussion Points document is now part of the appointment dossier for new faculty and needs to be forwarded with the review packet. The Committee on Academic Personnel will return review packets without the Discussion Points document. (DiscussionPoint2005.pdf)

EVALUATION OF RESEARCH

The conduct of novel and successful research has grown increasingly collaborative in recent years. In this environment it is often difficult to evaluate the unique and creative contributions to collaborative research of faculty candidates for appointment, merit advancement and promotion, regardless of their series. Furthermore, the descriptors for some faculty series in the Academic Policy Manual (APM), are misleading and in need of revision. To that end, efforts are underway system-wide to revise the APM to reflect the modern research environment.

Traditional indicators, such as Principal Investigator status on grants and consistent position as first or senior author on publications (or other product of joint effort), remain key hallmarks of the successful researcher. However, they are not the sole indicators of success in the present collaborative research environment.

Pending changes to the APM, the Committee for Collaborative Research Evaluation has recommended that Department chairs, directors of large laboratories who oversee other faculty, and faculty candidates should include a description and evaluation of the faculty candidate's unique, essential and creative contributions to collaborative research. Department chairs should take note of the current wording of APM 210-1-D (2), which reinforces the need for the Chair to clearly establish the role of the candidate in collaborative research. To assist in this evaluation, faculty candidates should recommend, and the Chair select, both internal and external references who are familiar with the candidate's essential and creative contributions to collaborative research, such that the unique contributions of the candidate can be assessed.

ASSISTANT PROFESSORS – APPRAISALS AND EIGHT-YEAR LIMITATION

Formal appraisals of Assistant Professors in the academic senate series shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to the Associate rank, as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty. It is expected that appraisal packets for Assistant Professors appointed in an academic senate series will be submitted at the beginning of their fourth year of applicable service.

Per policy, there is an eight year limitation on service at the Assistant Professor rank for appointees in an academic senate series. University policy requires appropriate review so that a decision may be made with regard to the future of the appointee which will assure compliance with APM, including requirements for appropriate notice to the faculty member. To ensure compliance with applicable University policies, it is expected that advancement packets for assistant professors in senate series will be submitted no later than three months into the seventh year of applicable service for these faculty. This is particularly important for faculty whose record of performance is below the level necessary for a continuing faculty appointment and to whom a one-year terminal notice must be issued at the end of their seventh year. Please note that this does not preclude Departments from submitting advancement packets sooner than this deadline.

Detailed information regarding computation of applicable service is available in APM 133 (<http://www.ucop.edu/acadadv/acadpers/apm/apm-133.pdf>).

RECALL

For UC retirees who 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/Post-Retirement 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.

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

REVIEW OF CLINICAL FACULTY SERIES WITHOUT SALARY (WOS) FACULTY FILES -- School of Medicine

Effective immediately, the files of true volunteer clinical faculty (new title Clinical Faculty) in the School of Medicine will be reviewed at the department level only. For volunteer clinical faculty in the other Schools, the review process will remain unchanged.

STEWARDSHIP REVIEW

The campus procedure for Stewardship Reviews has been updated. Of note, the deadlines have been revised to ensure a quicker turnaround time for reporting the outcome of the review. (Attachment A; StewardshipRvReportTemplate2002.pdf; StewardshipRvCommMembers2002.pdf; StewardshipRvInterviewee2002.pdf)

APM-210 REVIEW AND APPRAISAL COMMITTEES, APM-240 DEANS AND PROVOSTS AND APM-245 DEPARTMENT CHAIRS

Effective July 1, 2005, the following Academic Personnel Manual Sections will be revised to implement the University's commitment to diversity and equal opportunity. APM-210-1-d provides that teaching, research and service that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications. APM-240 provides that Deans and Provosts are responsible for an affirmative action program consistent with University policies and APM-245 (Appendix A) provides that the Chair is responsible for maintaining a climate hospitable to diversity and for maintaining a department affirmative action program.

APM-200 EMERITUS TITLES AND APM-200 APPOINTMENT AND PROMOTION

APM-200 has been revised effective January 14, 2005 to expand the definition of retirement for purposes of granting Emeritus status as provided in Standing Order of The Regents 103.5 by conferring Emeritus status on those faculty who separate from UC while receiving disability income from UCRP, if they are otherwise eligible for Emeritus status. The revisions also clarify that only those faculty who retire within 120 days of separation from UC are eligible for Emeritus status and confirm the existing practice of granting Emeritus status to faculty who take Lump Sum cash outs within 120 days of separation from the University.

APM-200-22, the University's Recall Policy, has been revised effective January 14, 2005. The new Pre-Retirement Recall Guidelines for Faculty Recalled for Post-Retirement Teaching apply to faculty who are age 60 or above and who have at least five years of UCRP service credit at the time the recall appointment is negotiated. The changes outlined in these Guidelines address the maximum duration of the recall appointment and the suggested recall salary rates.

APM-278 HEALTH SCIENCES CLINICAL PROFESSOR SERIES AND APM-279 CLINICAL PROFESSOR SERIES VOLUNTEER SERIES

Formal review has concluded and the following policies were issued effective July 1, 2005.

APM-278: The series title of Health Sciences Clinical Professor will be used for faculty who receive any kind of pay from the University, as well as for those who have without salary appointments at the University and a salaried appointment with one of our formal affiliates, e.g. VAMC (Attachment B).

APM-279: The series title of Clinical Professor will be used for the community practitioners who donate their time to the University. The policy heading indicates that this is a volunteer series. Note that in the second paragraph of APM - 279-10, Criteria for Appointment, Reappointment and Promotion, there is a new section which indicates that clinical competence for any of these actions should be determined, at least in part, by reviewing the same kind of information that is used for an appointment to the medical staff. It is understood that it may take some time for campuses to comply with the new provision (Attachment C).

APM-035 POLICY ON SEXUAL HARASSMENT

The Office of the President (UCOP) has revised the Policy on Sexual Harassment and Procedures for Responding to Reports of Sexual Harassment. Revisions to the Policy include an updated definition of sexual harassment, clarification of the University's obligation to respond promptly and effectively to reports of sexual harassment, provisions for training employees and educating the Campus community regarding sexual harassment, and a statement that the policy shall be implemented in a manner that recognizes principles of free speech and academic freedom.

MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

Recent California legislation (Assembly Bill 1825) requires designated California employers to provide mandatory sexual harassment prevention training for supervisors. In the University, many academic employees may not have supervisory titles, but are *de facto* supervisors, and would be considered supervisors under this new law. By January 1, 2006, at least two hours of didactic or other effective interactive training and education regarding sexual harassment must be provided for those employees designated as supervisors. Any new supervisor hired or promoted into a supervisory position after July 1, 2005, must receive the required training within six months after assuming the new supervisory position. Under the OSHPR (Office of Sexual Harassment Prevention and Resolution), UCSF has provided a proactive, ongoing classroom training program for employees and students, and, semi-annual briefings for new supervisors and faculty. In addition, UCOP anticipates providing an on-line version of sexual harassment training in the near future. For currently available UCSF training sessions, individuals may begin immediate registration on line at: <http://training.ucsf.edu>. Refer to the category for Managers and Supervisors. Individuals with general questions should contact Joyce Hammel or Charleane Williams at 476-5186 or make email contact at: <mailto:cwilliams@worklife.ucsf.edu>.

OPEN ENROLLMENT

For the first time since 1992, the UC-Sponsored Supplemental Disability Plan will be an available option during Open Enrollment this Fall. The plan will be open for new enrollments, and those already enrolled may change their waiting period. No statement of health will be required. Faculty and staff who are not enrolled in supplemental disability are encouraged to consider whether this plan may be appropriate as it protects against lost wages in the event of a disabling illness or injury. Premiums for Supplemental Disability in 2006 will not increase over those for 2005. Coverage for those who enroll during Open Enrollment will be effective January 1, 2006. For more information about the Supplemental Disability Plan, see "Disability" under "Health and Insurance" on the At Your Service website (<http://atyourservice.ucop.edu>).

ACADEMIC SALARIES 2005-06

We are anticipating a 3 percent increase in the University's base budget. This funding will support a 1.5 percent general salary increase for all eligible academics and 1.5 percent funding for faculty and other academic merit programs.

LECTURER SALARY SCALES

In accordance with the agreement between the UC-AFT and the University, the Non-Senate Instructional (NSI) Unit 18 salary scales, Table 17, 18 and 19 (Attachment D) were established with new minimum salaries for represented pre-six year Non-Senate Faculty (NSF) effective July 1, 2005 and for represented NSF with continuing appointments effective July 1, 2005.

REVISED SALARY SCALES FOR CERTAIN NON-REPRESENTED HOUSE STAFF

Effective January 1, 2005, UCOP revised the salary scales (Table 23-1-1-05) (Attachment E) for non-represented house staff in the following title codes; Title Code 2708 Resident Physician I/Non Represented, Title Code 2724 Resident Physician II-IX/Non Represented, and Title Code 2727 Post D.D.S. I-VI/Non Represented. The scale reflects a small salary increase ranging from 1.2% to 2.9% in the salary rates for house staff at Steps I, II and III only. The increase will help our programs remain competitive in recruiting top graduates for our residency programs. Each school is responsible for ensuring funding to support the new scale.

SUPPLEMENT TO MILITARY PAY

The University is currently updating policy for academic appointees who are away on military service. The current policy is scheduled to end on June 30, 2005.

VETERANS BENEFITS IMPROVEMENT ACT

The Veterans Benefits Improvement Act was signed into law on December 10, 2004. The new law requires the University to post a notice of employee rights, benefits and obligations under the Uniform Service Employment and Reemployment Rights Act of 1994. The text of this required notice will be forthcoming. Another provision of the Act expands the period that employers must offer employees called to active military service the right to continue employer-provided health coverage from a maximum of 18 months to 24 months.

Sally J. Marshall, Ph.D.
Associate Vice Chancellor
Academic Affairs

SJM:sk

Attachments

cc: J. Michael Bishop, Chancellor
A. Eugene Washington, Executive Vice Chancellor
Craig Van Dyke, Director, Langley Porter Institute
Todd Margolis, Director, Francis I. Proctor Foundation
Ara Tahmassian, Associate Vice Chancellor
B. Joseph Guglielmo, Committee on Academic Personnel
Academic Senate Office – Committee on Academic Personnel
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, University Librarian