

August 7, 2006

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

ACADEMIC PERSONNEL ACTION	DATE DUE IN AVC ACADEMIC AFFAIRS
Academic Advancement Status List	November 3, 2006
Merits - Accelerated, Professor V - VI, IX - Above-Scale	December 1, 2006
Appointments, Changes in Series	December 1, 2006
Promotions	December 1, 2006
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	January 23, 2007
Five Year Review	January 23, 2007

ACADEMIC AFFAIRS WEBSITE

The Academic Affairs website has been launched at <http://academicaffairs.ucsf.edu/>. The website includes information which formerly appeared on the Academic Personnel website as well as new information relevant to faculty.

ACCELERATED ADVANCEMENT ACTIONS

The UCSF guidelines on accelerated advancements should be widely-disseminated to all faculty. Departments are encouraged to propose accelerated advancements when appropriate; however, multiple accelerated advancements for a faculty member over the course of his/her career is not typical. The Schools and Departments are responsible for ensuring that the guidelines are consistently applied to all faculty. ([Attachment A](#))

CHILDBEARING LEAVE – EIGHT YEAR RULE

In January 2006, many sections of the Academic Personnel Manual (APM) were revised to incorporate family accommodation policies to help faculty balance the needs of work and family. Two sections of the APM (APM 760-30 and APM 133-17) address how family accommodation policies for childbearing and/or childrearing affect the eight-year limitation of service of assistant level appointees. (Note: At the UCSF campus, the Eight-Year Limitation of Service of Assistant Level Appointees only applies to the Academic Senate series.)

[APM 760-30](#) provides information on “Stopping the Clock for the Care of a Child.” It addresses the type of events that qualify, as well as details on when and how to request that

the clock be stopped. [APM 133-17](#) notes that if an academic appointee does take a formal childbearing or parental leave (either with or without salary) which is equal to or exceeds one quarter, and which is not greater than one year, the leave period shall automatically be excluded from service toward the eight-year period. If the faculty member does not want the leave period to be excluded from the eight-year limitation of service, s/he must inform the department chair in writing before, during, or within one quarter or semester after the leave that it should be included as service toward the eight-year limit.

DISCUSSION POINTS BETWEEN DEPARTMENT CHAIR AND FACULTY

Beginning January 1, 2006, the Discussion Points document was required for the appointment dossiers of new faculty. Effective immediately, the Discussion Points document will also be required for dossiers for Change in Series actions, as they are also considered new appointments. If the signed Discussion Points document is not forwarded with the review packet, the Committee on Academic Personnel (CAP) will return the review packet without consideration. Please note that the Discussion checklist has been revised to include signature blocks for the faculty member and his/her Department Chair or the Chair's designate (e.g. Division Chief). ([Attachment B](#))

DOCUMENTING RESEARCH SUPPORT IN DOSSIER PACKETS

When NIH grant support is used as a measure of successful peer-review, in the current atmosphere of decreased NIH budgets, percentile scores on grant proposal that are better than the scores that were funded in prior years should be considered as positive examples of peer review. It is suggested that percentile scores for unfunded proposals be included with grant information on the Curriculum Vitae as appropriate.

DOSSIER DEADLINE

Departmental deadlines for July 1, 2007 actions 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.

ELECTRONIC AND OPEN ACCESS PUBLICATIONS

The Committee on Academic Personnel (CAP) recognizes that in the future, publication in electronic or open access journals may constitute an increasing proportion of faculty members' bibliographies. Publications in such electronic or on-line journals will be considered in the same manner as publication in traditional print journals. As with the latter, open access journals will be viewed in light of their peer review processes and standing in their particular field of scholarship.

UC HOME LOAN ASSISTANCE FOR RECRUITMENT OR RETENTION

The Mortgage Origination Program (MOP) provides first deed of trust mortgage loans to eligible members of the faculty of the University of California. The Supplemental Home Loan Program (SHLP) provides below-market-rate home financing to assist eligible faculty members. The MOP is centrally funded; the SHLP is departmentally funded.

The eligible population for the both Programs consists of full-time University appointees who are members of the Academic Senate or hold the title of Acting Assistant Professor. The MOP is further restricted to eligible appointees who do not currently own, and have not, within the 12-month period preceding the issuance of the loan, owned a principal place of residence within a reasonable distance of the campus. Exception to both Program eligibility requirements requires review and approval by the Chancellor and, in some cases, the Board of Regents. As of June 2006, all UCSF campus exception funds for MOP were committed through at least June 2007.

Effective June 2006, requests for faculty participation in the home loan programs require the signature of the respective Dean indicating his/her concurrence. Department Chairs may not make affirmative statements concerning allocations or loan qualifications, since those decisions cannot be made until an allocation request and loan application are received and evaluated. The Office of Academic Affairs recommends the following language for offer letters: “(The Department) will support your application for a Mortgage Origination Program (MOP) loan allocation. Provision of a MOP allocation is subject to eligibility requirements and the availability of funds. Provision of a MOP loan is subject to your ability to qualify for financing.”

Questions regarding UC Home Loan Programs should be directed to Carol R. Miller, UCSF Home Loan Program Manager, 476-2529, cmiller@acadpers.ucsf.edu.

UCSF HONORARIUM POLICY (300-29)

Payments of honoraria to faculty should be in compliance with the UCSF honoraria policy ([Attachment C](http://policies.ucsf.edu/Policy_300-29)) ([http://policies.ucsf.edu Policy 300-29](http://policies.ucsf.edu/Policy_300-29)). It should be noted that non-faculty academics are NOT currently eligible for honoraria per campus interpretation of APM 666. Revisions to APM 666 are being proposed by UCOP to more clearly define eligibility for honoraria. The campus will be notified if revisions to APM 666 are adopted by UCOP which change the eligibility of non-faculty academics for honoraria.

NEW HOUSESTAFF SALARY SCALE EFFECTIVE 7/1/06

A revised salary scale has been issued effective July 1, 2006 for non-represented and represented housestaff in the following title codes: 2708 Resident Physician I/Non Represented; 2709 Resident Physician I/Represented; 2723 Resident Physician II-IX/Represented; 2724 Resident Physician II-IX/Non Represented; 2727 Post D.D.S. I-VI/Non Represented; 2728 Resident-Pharmacy/Non Represented; and 2729 Chief Resident-Pharmacy/Non Represented.

The salary scale reflects a salary increase ranging from 1.68% to 5.00% in the salary rates for housestaff at Steps I through VIII only. There is no change in the salary rate at Step IX. The increase will help our programs remain competitive in recruiting top graduates for our residency programs. ([Attachment D](http://www.ucop.edu/acadv/acadpers/rev-table23-7-1-06.pdf)) [The new scale is available on line at: http://www.ucop.edu/acadv/acadpers/rev-table23-7-1-06.pdf](http://www.ucop.edu/acadv/acadpers/rev-table23-7-1-06.pdf)

IN RESIDENCE FACULTY

Per the 1999 Report of the UCSF In Residence Task Force, In Residence Faculty at the Associate and Full Professor rank should have indefinite appointment end dates in the payroll system. However, it may be appropriate for an In Residence faculty member to have a definite end date as the result of extenuating circumstance, e.g. budgetary reasons. The following guidelines should be used when recording an indefinite end date:

In Residence Faculty Appointed at the Associate or Full Professor Rank prior to July 1, 2000:

Faculty in this category are eligible for an indefinite appointment end date but must sign the In Residence acknowledgement form.

<http://academicaffairs.ucsf.edu/acapers/downloads/inresacknowledgement.doc> A copy of the signed acknowledgement form must be attached to the PAF that records the indefinite end date. If the faculty member chooses not to sign the form, then their appointment should be renewed on an annual basis.

In Residence Faculty Appointed at the Associate or Full Professor Rank effective July 1, 2000 or later:

Faculty appointed after July 2000 are automatically covered by the terms of the Report of the UCSF In Residence Task Force. A signed acknowledgement form is not required prior to recording the indefinite end date although some Departments may wish to obtain a statement as a way to ensure that faculty are properly informed of the policy. Please refer to the Report for specific guidelines

([Attachment E](http://academicaffairs.ucsf.edu/acapers/downloads/inresidencereport2005.pdf)): <http://academicaffairs.ucsf.edu/acapers/downloads/inresidencereport2005.pdf>

PROFESSIONAL RESEARCH SERIES

Appointees in the professional research titles do not have teaching responsibilities. While participation in an occasional lecture might be appropriate, major teaching activities and course responsibilities are not appropriate for appointees in this series. Materials related to teaching activities that are submitted with dossiers will not be considered for appointment or advancement.

RECALL

As a reminder, campus practice is to limit Recall/Post-Retirement appointments and reappointments to 43%. Per [APM 200](#), the salary rate for an initial recall appointment should not exceed the faculty member's rate at the time of retirement. Merit/promotion increases are not granted after retirement but the salary rate can be augmented by any subsequent range adjustments. For initial recall appointments, a UCRP Waiver and Release Form (UBEN 1039) is required and should be submitted to the campus benefits office prior to the effective date of the recall appointment.

SABBATICAL LEAVE

It has come to our attention that certain aspects of the sabbatical leave policy have not been consistently applied across the campus. The leave of absence form (UPAY-573) requesting a sabbatical leave must be accompanied by a detailed statement as outlined in [APM 740-94](#). Per APM 740-97, within 90 calendar days following return from leave, the recipient of a sabbatical leave shall submit to the Associate Vice Chancellor-Academic Affairs, (through his/her Department and School) a concise report of the results of the leave. As a reminder, all leaves require approval from the Associate Vice Chancellor, Academic Affairs subsequent to Departmental and Dean's office concurrence before the information can be recorded in the payroll system.

SUPPLEMENT TO MILITARY PAY

The Policy on the Supplement to Military Pay provides eligible employees with supplemental payments equal to the difference between the employees' University base pay and their military pay and allowances, and continues the University contribution to health plan premiums. The Policy on the Supplement to Military Pay has been extended through June 30, 2008. Policy guidelines are available at: <http://atyourservice.ucop.edu/employees/policies/policies/supplement.html>

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

SJM:md

Attachments

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