

September 28, 2009

GRADUATE DIVISION DEAN PATRICIA CALARCO
VICE DEAN FOR ACADEMIC AFFAIRS DONNA FERRIERO
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS BRIAN ALLDREDGE
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS CAROLINE DAMSKY
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS CHRISTINE MIASKOWSKI

Re: Annual Call for Academic Personnel Actions Effective 2010-2011 and 2010 Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Academic Advancement Status List	November 2, 2009
Merits - Accelerated, Professor V - VI, IX – Above-Scale	December 1, 2009
Appointments, Changes in Series	December 1, 2009
Promotions	December 1, 2009
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	January 22, 2010
Five Year Review	January 22, 2010

ACADEMIC OFFER LETTERS:

The following language should be included in all academic offer letters effective immediately:

"The University of California Regents have approved implementing pay reductions (furloughs) due to the state budget crisis. These pay reductions will be effective from September 1, 2009 through August 31, 2010, subject to program terms and conditions.

For more details, please refer to:

<http://www.universityofcalifornia.edu/news/article/21511>

Note that the academic offer letter system at <http://ucsfhr.ucsf.edu/index.php/offer> is updated to include this language.

ACADEMIC SEARCHES

The following are updates to the academic search process:

- **Letters to Unsuccessful Applicants**

Since the absence of a letter reflects on our commitment to an open and welcoming process, all attempts should be made to send letters out in a timely manner. Applicants may be sent a letter as soon as the search committee determines they are unqualified or at the point they are no longer being considered for a position. The sample letters may be found at Letters to

Unsuccessful Applicants and may be edited at the discretion of the search committee.

- **Placement Goals**

Effective immediately departments must use planning unit/department specific placement goals on the Academic Recruitment Plan and Search Waiver forms. Forms not completed properly will not be processed and will be returned to the originating office. Forms currently in the approval process will be honored. Department placement goals may be found on the Recruitment page of the Academic Affairs website <http://academicaffairs.ucsf.edu/> and on the Affirmative Action Equal Opportunity and Diversity website http://aaeod.ucsf.edu/aaeod/All_pages/7026-DSY.html

- **Vacancies**

Effective July 1, 2009, vacancies that have been open 3 or more years (established prior to 6/30/06) will be closed. If the position is still active, a new recruitment plan will need to be submitted. This will facilitate moving all faculty searches to the Academic Demographic System which captures timely demographic data on the applicant pool. A list of affected vacancies will be sent to each department.

DISTINGUISHED PROFESSOR TITLE

The special rank "Above Scale" is provided for faculty whose achievements, after thorough peer review as provided in the APM, warrants the designation of "highest distinction". In view of parallel practices on most of the other UC campuses, effective immediately, faculty at UCSF who have advanced to the Above Scale rank in any series may use the honorary designation of "Distinguished Professor" in their communications if they choose. As this is an honorary distinction, it cannot be used on legal documents such as contract and grant applications that require an "official" title (i.e. a payroll title). However, the title "Distinguished Professor" may be included in CVs as well as in correspondence. This title should include the series as appropriate, e.g., Distinguished Adjunct Professor, Distinguished Professor of Clinical X, Distinguished Professor in Residence, and Distinguished Health Sciences Clinical Professor.

EMERITUS (Non-Senate), RECALL AND POST-RETIREMENT APPOINTMENTS

A revised checklist for Emeritus, Recall and Post Retirement can be found at: <http://academicaffairs.ucsf.edu/acapers/downloads/cklistrecall2009.pdf>.

POSTGRADUATE RESEARCHER TITLES

As a reminder, the title series for Postgraduate Researcher will be retired on January 1, 2010. This includes the following Postgraduate Research title codes:

- 3240 Postgraduate Research ____ - Fiscal Year
- 3370 Visiting____-Postdoctoral Scholar.

POSTDOCTORAL SCHOLAR MINIMUM ANNUAL SALARY RATE

The scale for Postdoctoral Scholars (Table 24) has been adjusted to reflect a new minimum salary of \$37,400 effective October 1, 2009. This is the third year of a three-year plan to increase the Postdoctoral Scholar minimum salary by October 1, 2009 to the annual level established by the NIH for NRSA Postdoctoral Fellowships and Training Grants. There is no change in the maximum salary rate. The revised salary scales is available online at:

http://www.ucop.edu/acadadv/acadpers/revised_postdoc.html

RECOGNIZING CONTRIBUTIONS TO INTERPROFESSIONAL EDUCATION

The campus has made a commitment to expanding interprofessional education opportunities via the UCSF Strategic Plan and the campus' commitments to the Western Association of Schools & Colleges (WASC) accreditation. The UCSF Interprofessional Education Task Force notes that substantial teaching contributions that enhance interprofessional education (in particular, the development/enhancement of interprofessional curricula) are to be encouraged and given recognition in the evaluation of a candidate's qualifications for advancement. It is recommended that these contributions be reflected in Chairs' letters proposing appointment or advancement, when applicable. In addition, solicitation letters to referees may include a request for comments relating to the candidate's contributions to interprofessional education.

SEARCH WAIVERS

A new document is available on the Academic Affairs website which summarizes and codifies the academic search waiver process on our campus,

<http://academicaffairs.ucsf.edu/acapers/downloads/searchwaiverpolicyv909.pdf>

TEMPORARY EMPLOYEE EMERGENCY LOAN PROGRAM

In response to salary reductions and furloughs, UCSF's campus leadership has created a Special Temporary Furlough Employee Emergency Loan Program for the duration of the salary reductions and furloughs. Faculty and non-faculty academics can participate in this program if they meet the eligibility criteria listed below. Employee may apply for this program beginning October 1, 2009. The program will provide loan assistance to employees who have experienced salary reductions and experience financial stress causing them to need such assistance. This temporary program will have the following criteria:

- The maximum loan limit available to an employee will equal the reduction in pay created by the pay reduction applied to them (based on the applicable salary bands and related rules governing the salary reduction/furlough program).
- The loan will be repaid in twenty-four (24) consecutive monthly payments through payroll deduction with the same rate of interest and repayment provisions as the regular Employee Emergency Loan.
- Employees with salaries higher than \$60,000 will be ineligible for this Program.

- Any employee who does not qualify for this special program remains eligible for the regular Emergency Loan Program.

The Faculty and Staff Assistance Program (FSAP) will be handling the Special Temporary Furlough Employee Emergency Loan Program as well as the regular Employee Loan Program. Please contact them beginning October 1, 2009 for further information at 415-476-8279, or visit their website located at <http://ucsfhr.ucsf.edu/index.php/assist/>

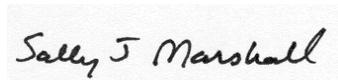
UCSF GUIDELINES FOR ACCELERATED ADVANCEMENT

Accelerated advancement is an important form of recognition that rewards faculty whose performance justifies advancement one or more years earlier than the normal, on-time schedule for such advancements. Exceptional performance is defined as work that exceeds departmental expectations in one or more of the following categories: teaching, research or other creative activities, professional competence and activities, and University and public service. The UCSF Guidelines for Accelerated Advancement have been updated to add the following as an example of exceptional performance:

Sustained (3 years) and dedicated University service on a major campus committee such as CAP, CHR, CAR; or on a School's admissions committee as appropriate.

As a reminder, the faculty member being considered for acceleration must meet departmental criteria for advancement in all other categories of evaluation. The revised guidelines on accelerated advancements should be widely-disseminated to all faculty. The revised guidelines can be found at:

<http://academicaffairs.ucsf.edu/acapers/downloads/accelerateadv2009.pdf>



Sally J. Marshall, Ph.D.
Vice Provost
Academic Affairs

SJM:md

cc: Susan Desmond-Hellmann, Chancellor
A. Eugene Washington, Executive Vice Chancellor and Provost
Renee Binder, Interim Director, Langley Porter Institute
Todd Margolis, Director, Francis I. Proctor Foundation
Stephen Kahl, Chair, Committee on Academic Personnel
Academic Senate Office – Committee on Academic Personnel
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, University Librarian