



University of California
San Francisco
Office of the Vice Chancellor
Academic Affairs

September 19, 2000

GRADUATE DIVISION DEAN CLIFF ATTKISSON
VICE DEAN NEAL COHEN
ASSOCIATE ACADEMIC DEAN TROY DANIELS
ASSOCIATE ACADEMIC DEAN MARYLIN DODD
ASSOCIATE ACADEMIC DEAN PETER KOLLMAN

Re: Annual Call for Academic Personnel Actions
Effective 2001-2002 and 2001 Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE IN VC ACADEMIC AFFAIRS
Merits - Normal	January 29, 2001
Merits - Accelerated, Professor V - VI, IX - Above-Scale	December 1, 2000
Academic Advancement Status List	November 3, 2000
Appointments, Changes in Series	December 1, 2000
Promotions	December 1, 2000
Apraisals	To Be Prepared Before the End of Fourth Year

WEBSITE

The Annual Call for 2000 will again appear on our Academic Personnel website <http://www.ucsf.edu/acpers/>. Each School in setting their deadlines and providing information specific to their School uses information and deadlines provided by me. Please refer to the instructions from your Dean's Office. This website will continue to provide announcements of new or proposed changes in academic personnel policies; lists of Deans, Directors and Department Chairs, checklists and forms for Academic Personnel actions; and links to UCOP sites for information on academic policies, title codes and salary scales. Information on the UC home loan programs and the link to UCSF rental housing continues.

STEP IX

Effective July 1, 2000, a new step at the professorial level, Step IX, has been implemented. The addition of Step IX Scales is available on the web at

<http://www.ucop.edu/acadadv/acadpers/apm/step9.html>. Academic Personnel Manual Section 220-18(b)(4) has been revised to reflect a change to the normal period of service at Steps VIII and IX. The normal period at Step VIII is three years. The normal period of service at Step IX is four years. Those faculty members who are above scale and are between Step VIII and the new Step IX have been increased \$100 annually above the new Step IX effective July 1, 2000.

LISTSERVE

The academic listservs were utilized this past fiscal year to issue proposed policy changes. The departmental Payroll/Personnel Analyst is the appropriate contact for making changes to the Campus Locator System (CLS). We encourage departments to keep this information up-to-date.

CHANGES TO ACADEMIC PERSONNEL POLICIES

When proposed changes to academic personnel policy are issued by the Office of the President, notices will appear in [Daybreak](#) and on the [Academic Personnel](#) website.

TASK FORCE ON IN-RESIDENCE REPORT

The UCSF In-Residence changes were effective July 1, 2000. A modification was recently approved for Term Appointment Procedures. A faculty member may waive the right to a departmental faculty vote in a written agreement with the chair. The modified In-Residence Task Force Report and Acknowledgement Form is available on the Academic Personnel website.

SEARCH PROCESS REPORT

As a result of Proposition 209 and Regents' Resolution SP-2, questions have been raised about the University's obligations. Two documents, UCSF Affirmative Action Summary for Academic Search Committees and UCSF Summary of Applicable Law and Policy are attached which clarify our obligations. These will be added to our instructions to the search committees. Regulations require that we maintain information on each search and monitor the applicant pool to ensure good faith efforts are being made to include women and minorities. It is the responsibility of the search committee to ensure that applicant data forms are provided to all applicants and that they are encouraged to complete and return them. It is important that the search committee/department complete the Search Process Report, in particular page 2 that addresses good faith efforts.

The Academic Recruitment Procedures have been modified for expedited reviews. Once a candidate has been selected, a completed search process report should immediately be forwarded to the Dean's Office.

FIVE YEAR REVIEW

In accordance with Academic Personnel Manual Section 200-0, effective September 2000, UCSF will implement procedures that every faculty member shall be reviewed at least every five years. The Five-Year Review implementing procedures are available on the Academic Personnel website.

LATE REVIEW FILES

The Academic Senate, the Deans and I are very concerned about the excessive number of files that were submitted after the deadlines this last year. It is the responsibility of department chairs to oversee the review process and its timeliness. Two major consequences occur when files are late: 1) the faculty member becomes anxious about the action which creates tension between the faculty member and the University, and 2) for faculty who hold FTEs, the campus forfeits the Statewide merit allocation for the year in which the action was to be effective. This results in a major debit to the next year's allocation. Two UC campuses have implemented the practice of postponing one-year the effective date of late submissions. I urge each department to initiate the preparation of files as soon as possible.

INTERSCHOOL APPOINTMENTS AT UCSF

A faculty member's primary academic appointment must be in a department of instruction and research. However, the home department determines the terms and conditions of employment and provisions of the Health Sciences Compensation Plan, the Academic Programmatic Unit (APU), benefits and the academic review of the faculty member. A faculty member may submit contract and grant applications through departments and Organized Research Units (ORUs) in other schools where additional appointments are held, but such submissions must have the approval of the faculty member's home department in order to assure compliance with the home department's policies and procedures. While there is no limit on the number of contracts and grants obtained through additional appointments in other school, it is necessary for the home department to sign off (approve) on each grant application.

CONSOLIDATED BILLING

As a result of the internal audit, the campus has been informed by Payroll and Human Resources of the significant changes in the procedures for establishing employee eligibility for insurance and making premium payments to the plan carriers. The new procedures, effective July 1, 2000 is called "Consolidated Billing". For departments, the most important change is that premiums will be paid for employees who are enrolled and on active status in the Payroll system.

This means that departments will be charged for employee's benefits if not properly coded for leaves of absences or separations. To avoid unnecessary charges, those actions must be processed on a timely basis. Personnel actions, which are processed after charges for an ineligible employee have been assessed, can be reversed only if Payroll is notified of the correct action within 60 days of the assessment. The University adopted the insurance industry standard that does not permit the reversal of premiums outside of 60 days.

PROPOSED 2000-2001 ACADEMIC SALARY PLAN

The 2000-2001 California state budget includes funding or a parity/range adjustment for eligible faculty titles, the regular annual general range adjustment for UC academic employees, and a special augmentation of \$19 million for salary increases, in addition to the general range adjustment, for certain state-funded UC staff and non-senate academic employees who are not eligible for the faculty market based parity adjustment. Consistent with the Governor's intent, this additional funding is to be used primarily to improve the compensation of lower paid employees. Increases are to be effective October 1, 2000. To view details of this proposal, see the Academic Personnel website.

STUDENT TITLE RANGE ADJUSTMENTS

Effective July 1, 2000 the University of California a new pay rates for Teaching Assistants, Teaching Fellows, Readers, Tutors and Remedial Tutors in accordance with the collective bargaining agreement, between the United Auto Workers and the University of California. The pay scale reflects at 1.5 percent pay increase. New title codes have been created for these positions at UCSF that include the term "non-represented" in the title names. The collective bargaining agency fees, therefore, will not be deducted from the salaries of appointees in these title codes.

HOME LOAN PROGRAM

There are several housing assistance programs, which assist newly recruited Academic Senate faculty. Department Chairs should be aware of the Mortgage Origination Program that provides first deed of trust loans for the purchase of a home. Funds for the program loans are allocated to campuses from the Office of the President. There is also the Supplemental Home Loan Program that provides first or second deed of trust loans. The funds for this program, however, come from departmental sources. Through another program, the Salary Differential Housing Allowance, departments are able to provide a lump sum up to \$53,000 (indexed annually) to assist with housing relocation, temporary housing, rental costs, and/or the purchase of a new home. The total amount received, however, is considered wages and is subject to withholdings. As Schools have instituted payback

provisions under this program Department Chairs should contact their Dean's Office for their School's specific provisions. UCSF has limited rental housing on Fifth Avenue, which are designated for newly recruited faculty. Departments may contact the Housing Office for information and the arrangement of housing prior to the arrival of the faculty member.

Dorothy F. Bainton, M.D.
Vice Chancellor, Academic Affairs

[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
Brian Alldredge, Chair, Committee on Academic Personnel
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, Acting University Librarian

Attachments

- 1 Description of Academic Series for Use in Correspondence with External and Internal Referees (SF-AP-01)
- 2 Criteria for Normal Advancement in Rank - Professorial Series (SF-AP-02)
- 3 Approving Authorities for Dossiers - Appointments and/or Changes in Series (SF-AP-03)
- 4 Approving Authorities for Dossiers - Merits (SF-AP-04)
- 5 Approving Authorities for Dossiers - Promotions (SF-AP-05)
- 6 Checklist for Dossiers - Ladder Ranks, In Residence, and Professor of Clinical __ (SF-AP-06)
- 7 Checklist for Dossiers - Salaried Clinical (SF-AP-07)
- 8 Checklist for Dossiers - Adjunct (SF-AP-08)
- 9 Checklist for Dossiers - Clinical without Salary (SF-AP-09)
- 10 Checklist for Dossiers - Professional Research (SF-AP-10)
- 11 Checklist for Dossiers - Specialist (SF-AP-11)
- 12 Checklist for Dossiers - Academic Administrator/Academic Coordinator (SF-AP-12)
- 13 Checklist for Dossiers - Emeritus, Recall and Post-Retirement (SF-AP-13)
- 14 Summary Sheet - Recommendation for Appointment and/or Change in Series (SF-AP-14)
- 15 Summary Sheet - Recommendation for Merit (SF-AP-15)
- 16 Summary Sheet - Recommendation for Promotion (SF-AP-16)
- 17 Summary Sheet - Recommendation for Appraisal of Achievement and Promise (SF-AP-17)
- 18 University of California Biography (SF-AP-18)
- 19 Attachment A: Academic Review Addendum (SF-AP-19)
- 20 Academic Recruitment Procedures (SF-AP-20)
- 21 Search Process Report, Instructions, Applicant Pool (SF-AP-21a, b, c)
- 22 Intercampus Transfers, Procedures, Appointment, One-Time Payment (SF-AP-22a, b, c)
- 23 UCSF Affirmative Action Summary for Academic Search Committees,
UCSF Summary of Applicable Law and Policy (SF-AP-23a, b)
- 24 Task for on In Residence Report, Acknowledgement Form (SF-AP-24a, b)
- 25 Curriculum Vitae Sample Format (SF-AP-25)
- 26 Five-Year Review of UCSF Faculty (SF-AP-26)