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

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Merits - Accelerated, Professor V - VI, IX – Above-Scale	First Monday in December
Appointments, Changes in Series	First Monday in December
Promotions	First Monday in December
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	Fourth Friday in January
Five Year Review	Fourth Friday in January

APPOINTMENT AND ADVANCEMENT PROCESS 2010-11

The 2010-11 appointment and advancement process will be conducted using paper packets. However, many changes have been adopted to streamline the business process. In particular, there have been changes to the documentation required for academic packets, delegations of approval authority and a new Department Chair form which can be used in place of a Department Chair letter. To ensure that packets are efficiently processed in 2010-11, you are strongly encouraged to review these process changes which are available at:

<http://academicaffairs.ucsf.edu/academic-personnel/other/media//2010advprocessrec.pdf>

As a reminder, it is mandatory to use Advance to track all 2010-11 packets. Packets that have not been initiated in Advance will be returned to the Departments.

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/academic-personnel/media/accelerateadv2009.pdf>

DATA COLLECTION FOR HEALTH SCIENCES FACULTY

Academic Personnel at UCOP evaluates the competitiveness of faculty compensation through routine reviews, participation in compensation surveys, and an annual planning process. In addition, matters related to total remuneration are currently being considered by workgroups in two system-wide task forces.

Information maintained in payroll and reflected in the corporate payroll system (CPS) has not historically provided adequate data needed for compensation analysis for faculty in the Health Sciences. Consequently, effective July 1, 2010, Departments are required to enter 3 specific data fields into the payroll system for faculty appointed after April 2010. These data elements include: salary scale/APU, an indicator for patient care responsibility, and education degree(s). Detailed directions for this process are available at: <http://academicaffairs.ucsf.edu/academic-personnel/media/FACDbundleinstructions.pdf>

REFERENCE REQUEST LANGUAGE FOR CLINICAL X ACTIONS

With the approval of CAP, the language used in reference request letters for Clinical X faculty appointment and advancements packets was revised. Specifically, there was concern about the perceived "requirement" for international stature for Clinical X faculty at the full professor rank. The approved language now reads: "At the [Assistant/Associate/Full] Professor rank, candidates are expected to have achieved [**local/regional/national**] stature in their field by virtue of their creative contributions." This more closely matches the criteria outlined in APM 210-2 and more accurately reflects the credentials of our Clinical X faculty per the reviewing agencies. These changes have been recorded in the Advance system so that reference requests sent from Advance already include the revised language.

MEDICAL SEPARATION POLICY (APM 080)

Medical Separation may be appropriate when a long term or serious disability occurs that cannot be reasonably accommodated and which precludes an appointee from performing the essential assigned functions of their position. The Medical Separation Policy (APM 080) describes the process and conditions under which a medical separation should be considered for an academic appointee. UCSF-specific guidelines, flowcharts, and templates are now available to assist Departments should they need to pursue this option. Please contact Emerald Light (emerald.light@ucsf.edu) for additional information on this process.

NEW APM SECTIONS: FACULTY ADMINISTRATORS

The Faculty Administrator policies are the culmination of a comprehensive review of academic personnel policy to return authority to the Chancellors for academic leadership and management decisions. These policies describe the role of faculty administrators as senior academic and administrative leaders; they provide the framework for all faculty administrator titles; clarify criteria for appointment; eligibility for service; terms of service; salary; conditions of employment; benefits and privileges; and review procedures.

Effective July 1, 2010:

APM Section	Status
APM 241: Faculty Administrators [Positions Less Than 100%]	New
APM 246: Faculty Administrators [100% Time]	New
APM 245: Department Chairs	Revised
APM 633: Stipends/Academic Appointees	Revised
APM 242: Directors of Organized Research Units	Rescinded
APM 630: Compensation of Divisional, Associate, and Assistant Deans, and Directors of Organized Research Units	Rescinded

IMPORTANT POINTS FOR DISCUSSION FOR NEW FACULTY

The Important Points for Discussion form for new faculty appointees has been updated to include a discussion point related to contribution to the University's commitment to diversity and excellence. Per APM 210, The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications. The revised form may be found under the recruitment header on the academic affairs website: <http://academicaffairs.ucsf.edu/academic-personnel/media/discussionpoints.pdf>

INTERCAMPUS RECRUITMENT

As a reminder, recruitment of faculty from other UC campuses to Academic Senate appointments at UCSF requires notification to their home campus. Intercampus recruitment guidelines are available in [APM 510](#), which outlines the timing of the notification to the home campus, the details of the offer that need to be included in the notification, and the restrictions on proposed salary and appointment. At UCSF, the notification process has been delegated to the Office of the Vice Provost of Academic Affairs. Please contact Cynthia Lynch Leathers (cal@acadpers.ucsf.edu) as soon as it appears that a faculty member from another UC campus may be a finalist in an academic search.

NEW HOUSESTAFF SALARY SCALE EFFECTIVE 7/1/10

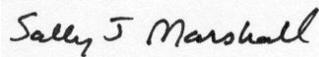
A revised salary scale has been issued effective July 1, 2010 for non-represented and represented housestaff in the following title codes: 2708 Resident Physician I/Non Represented; 2709 Resident Physician I/Represented; 2723 Resident Physician II-IX/Represented; 2724 Resident Physician II-IX/Non Represented; 2727 Post D.D.S. I-VI/Non Represented; 2728 Resident-Pharmacy/Non Represented; and 2729 Chief Resident-Pharmacy/Non Represented. The new scale is available on line at: http://www.ucop.edu/acadadv/acadpers/documents/rev_table22_residents.pdf

SEARCH PROCESS REPORT

The Search Process Report (SPR) is now automated in the Academic Demographic System (ADS). All faculty searches will need to be closed out using the report generated by the system. The feature is designed to pull applicant information from the system and the report is generated following minor data entry by the department. The finalized report is formatted as a PDF and easily printed for signature and submission. Revised instructions for the ADS, including the use of this new feature, can be found under the Recruitment header on the Academic Affairs website. Please share this information with other members of your unit who handle faculty recruitment. Please contact Misty Loetterle at mistyann.loetterle@ucsf.edu with any questions.

SUPPLEMENT TO MILITARY PAY EXTENDED TWO YEARS

Under the Policy on Supplement to Military Pay, the University provides eligible employees with supplemental payments equal to the difference between the employees' University base pay and their military pay and allowances until the end of an employee's active military duty, or until June 30, 2012, whichever comes first. The University also continues to pay the UC contribution to employees' health plan premiums while an employee is eligible for benefits under the policy. Benefits provided under the policy are subject to a two-year lifetime limit. The University has proposed that the Policy be renewed for a two-year period, effective July 1, 2010 through June 30, 2012. Please refer to the [Revised Implementation Guidelines](#) and Extended Military Leave Q&A's for additional details.



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SJM:cll

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