

May 29, 2015

VICE DEAN FOR ACADEMIC AFFAIRS ELENA FUENTES-AFFLICK
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS SHARI DWORKIN
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS THOMAS KEARNEY
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS PETER SARGENT
GRADUATE DIVISION DEAN ELIZABETH WATKINS

Re: Annual Call for Academic Personnel Actions Effective 2015-16

Please note that the Annual Call will now be issued in the Spring in order to provide more timely information about the upcoming review cycle.

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Accelerated Merits Professor V → VI Professor IX → Above-Scale	First Monday in December
Promotions	First Monday in December
Appraisals	Early in Fourth Year
On-Time Merits	Fourth Friday in January
Five Year Review	Fourth Friday in January

DEADLINES FOR ACADEMIC ACTIONS EFFECTIVE JULY 2, 2015 OR LATER:

Following a period of relaxed deadlines after implementation of the Advance system, deadlines will be reinstated and enforced. This includes the following:

- 1) Deadlines for faculty to submit packet materials: Click [here](#) to see the February 13, 2015 notice to all academics announcing this important process change. Of note, faculty will receive three email notifications prior to the due date by which their CV must be attached to the packet. Advance packets will be withdrawn if materials are not received from the faculty member by the due date. This requirement is consistent with guidelines issued in prior Annual Calls (click [here](#)) but will now be enforced for reasons given below.
- 2) Deadlines for packet submission: Note that the dates listed in the table above have not changed for a number of years so this is not a new requirement. As a result of the reorganization of HR services, there are no longer separate School-specific deadlines which precede these dates – these are now the dates by which packets must be completed, certified by the Department Chair, and routed from the Service Centers to the appropriate campus reviewing agencies.

The reinstatement and enforcement of deadlines is intended to achieve the following:

- Ensure that academic actions are reviewed and acted upon prior to the effective date of the action

- Provide metrics to assess efficiency of the academic review process
- Transition our campus to fewer retroactive actions in preparation for the implementation of UCPATH (UC system-wide payroll system) in which recording retroactive actions will be complex and time-consuming.
- Align ourselves with other UC campuses, many of whom impose strict deadlines for packets to ensure that academic accomplishments are considered in the appropriate review cycle

Metrics are now available using the Advance system and it is possible to determine the number of academic actions that are approved by their effective date for the previous years. To facilitate transparency of the academic review process, these metrics will now be provided in the Annual Call. In analyzing the data, the Steering Committee for Advance, which includes the Vice/Associate Deans of Academic Affairs, can identify -- and proactively address -- the points in the academic review process that are contributing to late packet review. If the large number of retroactive packet approvals seen below were to persist beyond the implementation of UCPATH, the workload and time commitment required of the Service Centers would significantly impact their ability to provide other critical services to the campus.

**Merit and Promotion Packets for Salaried Faculty*
Ladder Rank, In Residence, Clinical X, Adjunct, and HS Clinical
as of July 1 (Effective Date) of each year**

Cycle	Percent of Actions with Decision Certified by July 1 effective date
2012	67%
2013	62%
2014	58%

*note: does not include appraisals, 5 year reviews, actions for volunteer clinical faculty, actions for non-faculty academics

As of May 26, 2015, only 40% of the actions with a July 1, 2015 effective date have had a decision certified.

NEW POLICY AND PROCESS FOR ACADEMIC RECRUITMENTS TO BE IMPLEMENTED IN SUMMER 2015

As noted in Chancellor Hawgood’s July 2014 communication to the campus (click [here](#)), the Office of Federal Contract Compliance Programs (OFCCP) conducted a compliance evaluation to determine whether UCSF’s hiring and employment practices are nondiscriminatory and whether affirmative action is being taken. While the findings found no evidence of discrimination, UCSF was found to be non-compliant with some technical requirements around applicant tracking, collection and maintenance of personnel files and employment records, and analysis to determine whether/where impediments to equal employment opportunity exist. As a result of the campus’ agreement with the OFCCP to remedy these technical regulatory violations, Academic Affairs has been actively involved in reviewing our local practices in consultation other campus offices and outside counsel to determine areas where revisions to academic

recruitment process and policy are needed to meet federal requirements. Compliance needs were carefully balanced with the impact to business processes and operational efficiencies. Over the summer, detailed information will be disseminated to the campus regarding academic searches and search waivers, including new guidelines, processes, tools and training.

INTERCAMPUS RECRUITMENT (reprinted from 2010 Annual Call)

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 (cynthia.leathers@ucsf.edu) as soon as it appears that a faculty member from another UC campus may be a finalist in an academic search.

EVALUATION OF COLLABORATIVE RESEARCH (reprinted from 2006 Annual Call)

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 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 referees 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.

FORMAT FOR ANNUAL CALL

As noted in the 2012 Annual Call, an "Annual Call" [webpage](#) was added to the Academic Affairs website to provide the campus with more timely information on policy changes impacting academics. UC and campus policies that would normally appear in the Annual Call were posted on the webpage throughout the year as they were implemented. At the end of each academic year, a summary of all of the postings from the preceding year will be sent via the regular communication channels for the Annual Call, and a new Annual Call webpage will be started for the subsequent academic year. This change is intended to provide the campus with more relevant and timely information and to reflect the changing landscape of electronic

notifications. Following is the summary of all postings to the Annual Call Webpage since the 2013 Annual Call:

New Guidelines: “UCSF Criteria for Advancements – Faculty Series”

New campus guidelines have been issued that update the UCSF criteria for advancements in the faculty series. Of note, the new guidelines clarify the criteria for accelerated advancements and provide guidance on determining whether actions will be considered accelerated. The new guidelines have been vetted with the Vice and Associate Deans of Academic Affairs, and the Academic Senate Committee on Academic Personnel (CAP). This document replaces (and combines) the following documents: "UCSF Criteria for On-Time Advancements in Rank – Faculty Series" (2/2013) and “UCSF Guidelines for Accelerated Advancement” (7/2009)." It is expected that Departments will transition to these new guidelines as soon as possible with the understanding that some actions may already be in progress under the prior guidelines. Proposed actions with an effective date of 7/2/2015 or later must be consistent with the updated guidelines. The Guidelines are available as a PDF [here](#).

(posted August 19, 2014)

Academic Demographics System (ADS) discontinued on November 30, 2014

On July 1, 2013, UCSF required the use of a web-based tool called AP Recruit to facilitate the academic recruitment process. Searches initiated prior to July 1, 2013 used a campus-based system, “Academic Demographics System” (ADS). To avoid disruption in ongoing searches, ADS has run concurrently with AP Recruit for the past year. Effective November 30, 2014, the ADS system will be retired and all academic recruitments currently open within ADS will be deactivated unless action is taken. For detailed information on the transition from ADS to AP Recruit, please click [here](#).

(posted August 26, 2014)

Supplement To Military Pay Revised and Extended Through June 2018

The Policy on the Supplement to Military Pay, which expired on June 30, 2014, has been revised and extended through June 30, 2018. All employees who are members of the National Guard, the Armed Forces, the commissioned corps of the Public Health Service, or any other category designated by the President, and who have enlisted or have been called to active military duty in the Overseas Contingency Operations campaign (formerly the War on Terror campaign) or any successor military campaign, are eligible for supplements to their military pay. Policy guidelines are available [here](#).

(posted August 22, 2014)

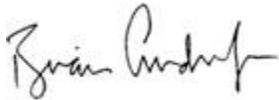
Liability Insurance Guidelines for UCSF

In response to a request from Audit Services, a campus-wide work group that included representatives from Legal Services, Risk Management, and School of Medicine Academic Affairs developed guidelines regarding the University’s liability insurance. These guidelines, which are in effect for all UCSF faculty members, provide general guidance to faculty members and clarify the limits of the University’s liability insurance coverage. Faculty members who have questions about liability insurance should contact their Department Chair or ORU Director. The Guidelines are available as a PDF [here](#).

(posted February 4, 2014)

New Recall and Visiting Professor Title Codes Effective 01/01/14

As part of the system-wide standardization effort, Recall and Visiting Professor title codes have been renamed and/or remapped, and outdated title codes have been frozen. Transaction Services will transition academics currently appointed as Recall and Visiting Professors to the new codes in PPS to reflect the new mapping. Effective January 1, 2014, the new title codes should be used for all new recall and visiting professor appointments. For additional information about the new title codes and a job aid for determining the appropriate title code to use, please click [here](#).
(posted January 28, 2014)



Brian K. Alldredge, PharmD
Vice Provost of Academic Affairs

BKA:cjl

cc: Sam Hawgood, Chancellor
Daniel Lowenstein, Executive Vice Chancellor and Provost
Matthew State, Director, Langley Porter Institute
Thomas M. Lietman, Director, Francis I. Proctor Foundation
Judy Yee, Chair, Committee on Academic Personnel
Academic Senate Office – Committee on Academic Personnel
Karen Butter, University Librarian