

September 4, 2007

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Re: Annual Call for Academic Personnel Actions Effective 2007-2008 and 2008 Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Academic Advancement Status List	November 2, 2007
Merits - Accelerated, Professor V - VI, IX – Above-Scale	December 3, 2007
Appointments, Changes in Series	December 3, 2007
Promotions	December 3, 2007
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	January 23, 2008
Five Year Review	January 23, 2008

ACADEMIC AFFAIRS WEBSITE

The Academic Affairs website was launched in June 2006 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. All forms related to academic recruitment, appointment, and advancement are available at the Academic Affairs website. These forms will no longer be included in the Annual Call. A list of forms and links to their website location is attached ([Attachment A](#)).

ACADEMIC JOB OPPORTUNITIES LISTING / NC-HERC POSTING

In response to feedback from faculty and staff, the open academic positions are now listed in an excel format that can be easily downloaded from the Academic Affairs website (<http://academicaffairs.ucsf.edu/acapers/jobs.php>). This will provide the Departments and Schools with a tool for sorting the positions by different categories as needed for various tracking and reporting requirements. Potential applicants can now access the job opportunities listing via the UCSF website home page under the “employment” link. All UCSF open academic positions for which an Academic Recruitment Plan is submitted are posted at the Northern California Higher Education Recruitment Consortium (NC-HERC) website, <http://www.norcalherc.org/>. The Office of Academic Affairs posts positions at the time the vacancy number is assigned, and removes listings when the position is filled. NC-HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff through the sharing of information and resources. Its web-based search engine includes faculty and staff job listings at member institutions. This search engine is free and available to anyone seeking employment in higher education. Questions regarding web postings and/or NC-HERC should be directed to Carol R. Miller, 476-2529, cmiller@acadpers.ucsf.edu.

ACCELERATED/DECELERATED ACTIONS

The Committee on Academic Personnel (CAP) has asked that the Department Chair letters include a clear and concise statement or paragraph, preferably in bold typeface, stating the justification for any accelerated advancement action, or explanation of any decelerated actions.

DOSSIER DEADLINE

Departmental deadlines for July 1, 2008 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.

EVALUATION OF RESEARCH

As a reminder, Department chairs should include a description and evaluation of the faculty candidate's unique, essential and creative contributions to collaborative research in their letters of support for appointment or advancement. 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.

NEW HOUSESTAFF SALARY SCALE EFFECTIVE 7/1/07

A revised salary scale has been issued effective July 1, 2007 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 revised salary scale will bring UC's house staff salary levels to the Council of Teaching Hospitals' (COTH) 50th percentile for fiscal year 2006-07 plus an additional 3.3% for all levels. The revised scale is also intended to assure that UC salary scales are adjusted in parallel with national trends for physician training programs. Per the instructions from the Health Affairs Office, the July 1, 2007 increase will be the only salary increase for house staff for the 2007-08 year, and there will be no further adjustment or increase, including COLA, for house staff salaries at any of the UC campuses or to their salary scale during the year. The new scale is available on line at: <http://www.ucop.edu/acada/v/acadpers/table-23-house-staff.pdf> ([Attachment B](#)).

INTERACTIVE ON-LINE OFFER LETTER SYSTEM

An interactive on-line system for preparing offer letters for academic appointees has been available since May 2007 at <http://ucsfhr.ucsf.edu/offerletter>. The system provides policy guidance to enhance compliance, and allows flexibility to meet the diverse needs of academic departments. It is expected that the text provided by the on-line system for compensable items will be included in academic offer letters. Deviations from the templates for compensable items will require prior approval from the Vice/Associate Deans of Academic Affairs in your School. Since October 31, 2006, Schools, Departments, and ORUs have been required to include a copy of the signed offer letter for all new academic appointments with the initial hire packet. Packets received without a copy of the offer letter will not be processed and will be returned to the originating office ([Attachment C](#)).

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.

PLACEMENT GOALS

Effective immediately, departments must use actual numbers (rather than “X”) in the placement goals section of the academic recruitment plan and search waiver form. Forms not completed properly will not be processed and will be returned to the originating office. Placement goals are available at:

http://academicaffairs.ucsf.edu/acapers/downloads/doc_placementgoalsinstr2007.pdf

REIMBURSEMENT OF RELOCATION EXPENSES

Per [APM 560](#), reimbursement of relocation expenses are not provided automatically nor do they constitute a prerequisite of University employment. APM 560 notes that certain expenses (e.g. moving household goods) can be reimbursed for one-half the total costs. Additionally, it notes that only certain academic appointees are eligible for reimbursement. Application for reimbursement of removal expenses should follow the procedures of [Business and Finance Bulletin G-13](#), Policy and Regulations Governing Moving and Relocation. Written documentation must accompany the check request if the Department is proposing 100% reimbursement of expenses and/or reimbursement of expenses for an academic appointee who is not eligible by policy. It is anticipated that revisions to APM 560 will be proposed by UCOP in 2007-08 which will expand eligibility as well as allow reimbursement of 100% of expenses by policy. The campus will be notified if revisions to APM 560 are adopted by UCOP.

SABBATICAL LEAVE WORKSHEET

A sabbatical leave worksheet has been developed in order to expedite the approval of sabbatical leave requests and help ensure compliance with [APM 740](#). This worksheet must accompany each sabbatical request. Please note that this worksheet can also be used for professional development leaves when appropriate. Many departments use similar criteria for professional development leave for senate faculty as is used for sabbatical leaves for ladder rank faculty. The worksheet is available at:

http://academicaffairs.ucsf.edu/acapers/downloads/Sabbatical_Calculation_Wksht_1-2-07.xls. As a reminder, all leaves require approval from the Vice Provost, Academic Affairs subsequent to Departmental and Dean’s office concurrence before the information can be recorded in the payroll system.

SERVICES TO INTERNATIONAL STUDENTS AND SCHOLARS (SISS)

Recent policy revisions at SISS are of particular relevance to faculty and to those who process academic appointments. Under certain conditions, UCSF academic units sponsoring short-term visitors can process invitations to guest lecturers, conference attendees, and observers rather than requiring that SISS initiate the process ([Attachment D](#)). A revised policy clarifies restrictions on the use of outside immigration attorneys and provides guidance to faculty members writing personal letters of support for *individually-sponsored* permanent residency petitions. ([Attachment D1](#)) SISS reminds UCSF academic units that individuals with nonimmigrant visa status may not volunteer services in a research laboratory, patient clinic, or academic or scholarly role. ([Attachment D2](#)) Please direct questions or comments to Janet Thelen Lockwood, Director, SISS, at janet.thelen-lockwood@ucsf.edu.

STEWARDSHIP REVIEWS (Deans, Department Chairs, ORU/Center Directors)

The campus procedure for Stewardship Reviews has been further updated to provide clearer instructions to the reviewing committee and to ensure a quicker turnaround time for reporting the outcome of the review. Additionally, the stewardship review committee can recommend a subsequent interim review to obtain an update on areas of improvement which should be addressed prior to the next stewardship review ([Attachment E](#)).

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>

SUPPLEMENTAL MATERIALS TO CANDIDATES' REVIEW FILES

Considering the time span between the candidate's first submission of an appointment or advancement packet to the department and its ultimate submission to CAP, the Committee would welcome the inclusion of a single paragraph or page of supplemental material prior to submission to the Committee. This supplement would include any new information pertaining to grants, publications, awards or honors, and lectures or teaching-related items. Supplements would only be used for packets that require review by CAP and would be submitted at the request of the Vice/Associate Dean of Academic Affairs in the candidate's School prior to submission to the campus Academic Affairs office.

WAIVERS OF SEARCH

Search waivers will be limited to two-year periods which can be renewed. Waivers of search for faculty will not be approved beyond five years unless the Department has identified a long-term strategy for a continuing appointment, possibly to include conducting a national search for which the faculty member might be identified as the candidate of choice. Indefinite waivers of search for faculty are no longer permissible. All search waiver forms are forwarded to Academic Affairs for review and approval, including search waivers for non-faculty academics that were previously delegated to the Schools.

Sally J. Marshall, Ph.D.
Vice Provost
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
Margaret Walsh, Chair, Committee on Academic Personnel
Academic Senate Office – Committee on Academic Personnel
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, University Librarian