

September 12, 2008

GRADUATE DIVISION DEAN PATRICIA CALARCO
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Re: Annual Call for Academic Personnel Actions Effective 2009-2010 and 2010
Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Academic Advancement Status List	November 3, 2008
Merits - Accelerated, Professor V - VI, IX – Above-Scale	December 3, 2008
Appointments, Changes in Series	December 3, 2008
Promotions	December 3, 2008
Appraisals	To Be Submitted Early in Fourth Year
Merits – Normal	January 23, 2009
Five Year Review	January 23, 2009

ACADEMIC AFFAIRS FORMS

All forms related to academic recruitment, appointment, and advancement are available at the Academic Affairs website <http://academicaffairs.ucsf.edu/>. 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](#)). Please note that in addition to the documents noted on the attached list, the following documents are new or recently revised: Career Reviews Guidelines, <http://academicaffairs.ucsf.edu/acapers/downloads/careerreview.pdf> and Series Description for Use in Correspondence, <http://academicaffairs.ucsf.edu/acapers/downloads/seriesdescription.pdf>.

ACADEMIC DEMOGRAPHIC SYSTEM

The Chancellor's Advisory Committee on Academic Diversity has developed the Academic Demographic System (ADS), which tracks applicant demographics, enhances the effectiveness of the search process, and potentially increases academic diversity. The ADS captures current workforce data, estimated availability data, and applicant demographic data. An automatic survey is sent to each applicant by email for him/her to complete online. Once the search is closed, the AA/EO/D search summary is automatically generated by the system and captures the demographic data of all applicants who responded to the survey. This database provides an opportunity for search chairs to have real-time feedback on the cumulative composition of their applicant pool. The entry of applicant information into the system has been required for all new faculty searches in Pharmacy, Dentistry, and Nursing, effective June 1, 2008. The ADS was introduced in the School of Medicine in early August. Please note until further notice, the ADS is to be used for faculty searches only. Questions about the ADS should be directed to Misty Loetterle, Misty.Loetterle@ucsf.edu, 476-7700.

ACADEMIC PERSONNEL MANUAL POLICIES ISSUED JULY – SEPTEMBER 2008

The following policies have been issued with an effective date of July 1, 2008:

Medical Separation (APM 080): outlines the process for medical separation of academic appointees who have exhausted periods of leave and continue to be unable to work for health reasons, and for whom reasonable accommodation is not possible; provides a means to handle this issue in a sensitive and respectful manner by establishing a process that keeps such cases distinct from disciplinary actions resulting from misconduct or incompetent performance.

Reasonable Accommodation for Academic Appointees with Disabilities (APM 711): establishes system-wide policy governing the interactive process to determine reasonable accommodation for otherwise qualified academic appointees with disabilities, as required for compliance with Federal and California State law.

The following policy has been issued effective September 2, 2008 for implementation no later than July 1, 2009:

Criteria for Advancement to Professor, Step VI, and to Professor, Above Scale (APM 220-18-b(4)): The revised policy seeks to strengthen and provide greater guidance on requirements for advancement, to provide greater understanding of the distinction between the criteria for advancement to Step VI and Above Scale, and to bring the policy in line with campus practices.

ADDITIONAL APPOINTMENTS

As a reminder, faculty with joint appointments in Organized Research Units/Institutes, must have signatures of both the academic home department and the ORU/Institute on the summary sheets for academic review packets.

CONTRIBUTIONS TO DIVERSITY

In accordance with APM 210-1-d (Evaluating Contributions to Diversity for Appointment and Promotion): 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. It is recommended that these contributions be reflected in Chair's 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 diversity. Contributions that promote diversity will strengthen the candidate's profile although they are not a criterion for appointment or advancement. Please see Evaluating Contributions to Diversity for Appointment and Promotion (APM 210) at <http://academicaffairs.ucsf.edu/recruitment/evalcontributionstodiversity.doc> for further information relating to evaluating contributions to diversity.

FACULTY MENTORING

If a faculty member intends to highlight his/her role as a mentor in an advancement packet, at least one letter from a mentee who can attest to his/her effectiveness as a mentor should be included in the dossier. Any additional documentation and evaluation of mentoring activities should be included in the departmental information accompanying the dossier.

MORTGAGE ORIGATION PROGRAM AND SUPPLEMENTAL HOME LOAN PROGRAM LANGUAGE IN OFFER LETTERS

The Mortgage Origination Program (MOP) and Supplemental Home Loan Program (SLHP) sections of the interactive on-line offer letter system for academic appointees have been modified for clarity and to ensure potential participants do not enter into a purchase contract until eligibility and loan approval requirements have been met. The program parameters for MOP and SHLP loans have not changed. Departments should not use language other than the

approved language in the offer letter system. Departments should coordinate with Home Loan Program Manager Carol Miller at cmiller@acadpers.ucsf.edu before setting terms for a SHLP loan.

NEW DOS CODE FOR FACULTY RECRUITMENT ALLOWANCE PROGRAM (FRAP)

Effective October 1, 2008, departments should use new Description of Service (DOS) code FHA in conjunction with Title Code 3993 when paying a Faculty Recruitment Allowance. UCSF parameters of the Faculty Recruitment Allowance Program (FRAP) are found at: <http://academicaffairs.ucsf.edu/acapers/downloads/frapcampusdoc.pdf>. When forwarding a copy of the One-Time Payment Form to Campus Loan Program Manager Carol Miller, please make sure that it is clearly noted as a COPY, NOT FOR PAYMENT.

NEW HOUSESTAFF AND PHARMACY RESIDENT SALARY SCALES EFFECTIVE 7/1/08

A revised salary scale has been issued effective July 1, 2008 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; and 2727 Post D.D.S. I-VI/Non Represented.

The revised salary scale will bring UC's house staff salary levels to the Council of Teaching Hospitals' (COTH) 50th percentile for the preceding fiscal year plus an additional 3.3% for all levels. Per the instructions from the Health Affairs Office, the July 1, 2008 increase will be the only salary increase for house staff for the 2008-09 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/acadadv/acadpers/rev-table22-housestaff.html>.

The salary scale for Pharmacy Residents is available on line at <http://www.ucop.edu/acadadv/acadpers/revised-pharmacy-school-7-1-08.html>.

POSTDOCTORAL SCHOLARS - MEDICAL SEPARATION (APM 080)

Vice Provost Nicholas Jewel, Office of the President, provided the following clarification on how Postdoctoral Scholars are governed by the provisions of the recently-issued Academic Personnel Policy 080 on Medical Separation, effective July 1, 2008:

The section entitled "Notice" in the new policy, APM - 080-3-c, states that for non-faculty academic appointees, a letter of medical separation "shall include the separation date and the right to file a grievance under APM - 140." However, Postdoctoral Scholars are not covered by APM - 140; rather, their grievance rights and process are outlined in APM - 390-40. It is not the intention of APM - 080 to deny Postdoctoral Scholars the right to file a grievance in the case of a medical separation. Therefore, the provisions of APM - 080 that apply to non-faculty academic appointees shall apply equally to Postdoctoral Scholars, with the exception that under APM - 080-3-c, for Postdoctoral Scholars, the letter of medical separation shall include the right to file a grievance under APM - 390-40 rather than APM - 140.

PROFESSIONAL RESEARCH SERIES

The Committee on Academic Personnel offers this description to clarify policy and practice regarding this series at UCSF:

The Professional Research series is used for appointees who engage in independent or collaborative research equivalent to that required for the Professor series. Professional

Researchers may or may not be Principal Investigators. Candidates in the Professional Research series do not have teaching responsibilities.

Advancement in this series requires meritorious contributions in the area of creative activity and professional competence. Candidates at the Assistant rank are not required to participate in University, professional, and/or public service; however at the Associate level or above, candidates are expected to participate in some form of service.

Appointments in this series can be made to individuals who contribute unique and essential expertise to a research program. Letters—internal, external, or from a Department Chair—written in support of an appointment to or an advancement within this series should include reference to the unique and essential contribution a candidate provides to a collaborative research effort (in the cases where the candidate is not working independently as a Principal Investigator).

PROFESSIONAL RESEARCH SERIES – SALARY SCALES

In October 2007, a 3.2% guaranteed increase was applied to current salaries for appointees in the Professional Research series at UCSF. In addition, there was an option to grant all or part of the market adjustment for professional research series appointees based on the availability of funding sources to support the increase. As a reminder, it is expected that appointees in this series will be at market-adjusted rate by October 1, 2008. The UCSF salary scale for Professional Research Series appointees is available at: <http://academicaffairs.ucsf.edu/acapers/salariescales.php>.

SEARCH COMMITTEE CHECKLIST - UCSF

New checklists for conducting academic searches are now available. The Search Committee Checklists provide search committees with a step-by-step guide and best practices to follow when conducting an academic search. These checklists will help search committees follow academic recruitment policies and procedures, and will provide suggestions for attracting a more diverse qualified applicant pool. Note that there is a checklist specific to faculty searches and a checklist for non-faculty academic searches. The checklists can be found at <http://academicaffairs.ucsf.edu/recruitment/>.

STAFF AND ACADEMIC REDUCTION IN TIME (START) PROGRAM

The University has implemented a new, two-year Staff and Academic Reduction in Time (START) Program to provide eligible employees an opportunity to voluntarily reduce their working time and corresponding pay in exchange for a number advantages, such as accrual of University of California Retirement Program (UCRP) service credit and vacation and sick leave at the employees' pre-START rates. The reduction in time and pay will help the University achieve temporary salary savings during this period of budgetary shortfall. Implementation of START is at the discretion of unit managers. In instances where departments elect to offer START, employees may begin signing up for the program immediately. The program will be in effect from July 1, 2008 through June 30, 2010. Please note that faculty appointees are not eligible to participate in this program but non-faculty academics are eligible to participate. The documents for implementation of the program will be posted at the following URL: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/start.html.

STATE SOURCES FOR SALARY SUPPORT

In response to recent queries regarding the use of state funds for salary support, we have received confirmation from the Office of the President that state sources cannot be used for salary support above Scale 0 for Health Sciences Compensation Plan faculty. Included in this restriction are funds from Industry-University Cooperative Research Program (IUCRP)

programs, such as Discovery Grants. Please note that this applies to all funding in the 199xx as well as 18xxx series of fund numbers.

SUPPLEMENT TO MILITARY PAY EXTENDED TWO YEARS

The Policy on the Supplement to Military Pay, which was set to expire on June 30, 2008, has been extended through June 30, 2010. The University of California will continue to provide reasonable assistance to the University academic and staff personnel who are serving on active military duty in the Operation Enduring Freedom, Operation Noble Eagle, and Operation Iraqi Freedom campaigns, and any other campaigns in connection with the national state of emergency declared in the aftermath of the September 11, 2001 attacks. Employees who serve in such campaigns are eligible for benefits under the Policy on Supplement to Military Pay, http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/military_pay_policies/index.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.

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
Renee Binder, Interim 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