

November 30, 2011

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Re: Annual Call for Academic Personnel Actions Effective 2011-2012

ACADEMIC PERSONNEL ACTION	DATE DUE TO VP ACADEMIC AFFAIRS
Academic Advancement Status List	First Monday in November
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 2011-12

The appointment and advancement process is now fully electronic via the Advance Faculty Information System. All academic actions with an effective date of October 1, 2011 or later must be submitted electronically in Advance.

In consultation with the Committee on Academic Personnel (CAP), further changes were adopted to streamline the appointment and advancement process.

The following faculty appointments and advancements will no longer require CAP review:

- Adjunct Faculty who are without salary (WOS) and *not* paid by an affiliate
- Health Sciences faculty who are without salary (WOS) and *not* paid by an affiliate
- Adjunct Faculty who are paid less than 50% effort and *not also* paid by an affiliate
- Health Sciences faculty who are paid less than 50% effort and *not also* paid by an affiliate

Please note that this change does not preclude the candidate, Department chair, or Dean from requesting full CAP review in exceptional circumstances.

CAP will continue to review appointments and advancements for faculty who hold appointments at 50% time or greater, as well as for faculty who are paid by an affiliate at any percentage effort (including WOS).

ACADEMIC DEMOGRAPHIC SYSTEM

Effective October 1, 2011 all academic positions (faculty and non-faculty academics) will be tracked in the Academic Demographic System (ADS). All departments are required to use the system to enter applicants and complete the Search Process Report (SPR). The system tracks applicant data and produces the Attachment 1 / AAEOD form. As a result, there is no longer a need to send non-faculty academic SPR forms to the Affirmative Action office. Due to Operational Excellence realignments, the AAEOD unit was integrated with the Office of Diversity and Outreach. Please visit the Academic Affairs website for revised ADS instructions and checklist for conducting an academic search <http://academicaffairs.ucsf.edu/>. For trainings and issues related to the system, contact Alan Carpenter at Alan.Carpenter@ucsf.edu. For best practices in conducting an academic search, contact Misty Loetterle at Mistyann.Loetterle@ucsf.edu

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.

FACULTY EXIT SURVEY

As part of improving faculty retention efforts at UCSF, the University is partnering with a third party vendor, Healthstream Research, to distribute exit surveys to faculty members who leave paid faculty positions at UCSF or affiliate institutions, including SFVAMC, HHMI, Gladstone Institute and Gallo Center. Beginning January 2012, faculty members who separate from the University will be contacted via e-mail by Healthstream Research to complete a web-based survey regarding what factors have influenced their decision to leave UCSF. Establishing this ongoing feedback will inform effective solutions to improve the faculty experience at UCSF.

FACULTY RECRUITMENT ALLOWANCE PROGRAM (FRAP)

Effective October 1, 2011, the maximum amount of an individual Faculty Recruitment Allowance has been increased to \$59,700. The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but the recipient may use the allowance to support childcare expenses, education or tuition assistance, or similar expenses. Funding for the FRAP is provided by individual campus departments. UCSF parameters of the Faculty Recruitment Allowance Program (FRAP) are found at:

<http://academicaffairs.ucsf.edu/acapers/downloads/frapcampusdoc.pdf>. Please direct questions to Wilson Hardcastle, Campus Loan Program Manager.

FIVE YEAR REVIEW POLICY

Per APM 200-0, any faculty member who has not had an academic personnel review processed within the previous five-year period must receive a Five-Year Review. The purpose of a five-year review of faculty is to ensure that the performance of a faculty member is appraised at regular intervals, to assess the faculty member's productivity, and to identify what more needs to be accomplished for advancement. A Joint Administration-Academic Senate Task Force was convened to review, assess and revise the campus process for Five Year Reviews of faculty. The [updated policy](#) is effective July 2011.

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 was 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 7/1/11

A revised salary scale was issued effective July 1, 2011 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 new scale is available on line at:

http://www.ucop.edu/acadpersonnel/documents/table22_071111.pdf

REIMBURSEMENT OF MOVING EXPENSES

Per [APM 560](#), reimbursement of relocation expenses are not provided automatically nor does it constitute a perquisite 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 (moving) expenses should follow the procedures of [Business and Finance Bulletin G-13](#), Policy and Regulations Governing Moving and Relocation. Written documentation requesting an exception to APM 560 must accompany the check request / invoice if the Department is proposing 100% reimbursement of expenses and/or reimbursement of expenses for an academic appointee who is not eligible by policy. Effective January 1, 2012, School/Dean's Office approval is no longer required for exceptions to APM 560, unless there is a Dean's office commitment of funds for the expenses. Please use the form and instructions for requesting an exception for moving expenses provided online at:

<http://academicaffairs.ucsf.edu/acapers/downloads/movingexpenseexceptionrequest.doc>

(Note: Academic Affairs CANNOT grant exceptions to any Business and Finance Bulletins, including G-13 and G-28.)

Sally J. Marshall, Ph.D.
Vice Provost
Academic Affairs

SJM:cII

cc: Susan Desmond-Hellmann, Chancellor
Jeffrey Bluestone, Executive Vice Chancellor and Provost
Lowell Tong, Interim Director, Langley Porter Institute
Todd Margolis, Director, Francis I. Proctor Foundation
Paul Garcia, Chair, Committee on Academic Personnel
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Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, University Librarian