

**Office of the Vice Chancellor – Academic Affairs**

August 24, 1999

GRADUATE DIVISION DEAN CLIFF ATTKISSON  
ASSOCIATE ACADEMIC DEAN TROY DANIELS  
ASSOCIATE ACADEMIC DEAN MARYLIN DODD  
ASSOCIATE ACADEMIC DEAN PETER KOLLMAN  
VICE DEAN WILLIAM MARGARETTEN

Re: Annual Call for Academic Personnel Actions  
Effective 2000-2001 and 2000 Academic Appraisal

<b>ACADEMIC PERSONNEL ACTION</b>	<b>DATE DUE IN VC ACADEMIC AFFAIR</b>
Merits - Normal	January 28, 2000
Merits - Accelerated, Above-Scale	December 3, 1999
Academic Advancement Status List	November 5, 1999
Appointments, Changes in Series	December 3, 1999
Promotions	December 3, 1999
Appraisals	To Be Prepared Before the End of Fourth Year

**WEBSITE**

The Annual Call for 1999 will again appear on our Academic Personnel website <http://www.ucsf.edu/acpers/>. Each School in setting their deadlines and providing information specific to their School uses information and deadlines provided by me. Please refer to the instructions from your Dean’s Office. This website will continue to provide announcements of new or proposed changes in academic personnel policies; lists of Deans, Directors and Department Chairs, checklists and forms for Academic Personnel actions; and links to UCOP sites for information on academic policies, title codes and salary scales. Information on the UC home loan programs and the link to UCSF rental housing continues.

**STEP IX**

Effective July 1, 2000, a new step at the professorial level, Step IX, will be implemented. The addition of Step IX Scales is available on the web at <http://www.ucop.edu/acadadv/acadpers/apm/step9.html>. Academic Personnel Manual Section 220-18(b)(4) has been revised to reflect a change to the normal period of service at Steps VIII and IX. The normal period at Step VIII is three years. The normal period of service at Step IX is four years. During 1999-2000, individuals who are in at least their third year of service at Step VIII will be eligible for consideration for advancement to Step IX on July 1, 2000. In addition, individuals who are in at least their fourth year of service at Step VIII in 1999-2000 will have the option of requesting consideration for advancement from Step VIII to Step IX or to above scale, but extraordinary justification will be necessary for advancement to above scale. Those faculty members who are above scale and are between Step VIII and the new Step IX will be increased \$100 annually above the new Step IX effective July 1, 2000.

### **ACADEMIC AFFIRMATIVE ACTION**

Attachment 23 is the University of California Affirmative Action Guidelines for Recruitment and Retention of Faculty issued by the Office of the President on April 26, 1999. These guidelines clarify the obligations that the University must meet to comply with Federal guidelines and still comply with the 1995 Regents Resolution SP-2 and Proposition 209 of 1996. The guidelines outline mandatory and voluntary efforts that can be used. These guidelines should be widely distributed to everyone involved in academic hiring and evaluations.

### **LISTSERVE**

The academic listservs were utilized this past fiscal year to issue proposed policy changes. The departmental Payroll/Personnel Analyst is the appropriate contact for making changes to the Campus Locator System (CLS). We encourage departments to keep this information up-to-date.

### **CHANGES TO ACADEMIC PERSONNEL POLICIES**

When proposed changes to academic personnel policy are issued by the Office of the President, notices will appear in [Daybreak](#) and on the [Academic Personnel](#) website.

### **TASK FORCE ON IN-RESIDENCE REPORT**

The report of the [UCSF In-Residence Task Force](#) dated February 19, 1999 has been reviewed and approved by the UCSF Academic Senate and Campus

Administration for implementation July 1, 2000. The Task Force followed up on recommendations that were made for changes to the In-Residence series. The Report addresses information and recruitment issues, indefinite appointment, and the termination process. Current reappointees who accept the Terms and Conditions of this Report and each In-Residence new hire will be given a copy of this report and asked to acknowledge that he/she has read the statement and accepts the terms and conditions described in the Report. The Report is available on the Academic Personnel website.

### **CONFIDENTIALITY**

During this past year, there have been several cases of breaches of confidentiality of Ad Hoc Review Committees. The academic personnel review process relies heavily on the integrity of the membership of these committees in keeping confidential their deliberations. The use of faxes and emails in transmitting information and opinions is not appropriate.

### **1999 RANGE ADJUSTMENT**

The range adjustment for all eligible academic appointees will be 2% effective October 1, 1999. Faculty will receive an additional 0.9% parity increase. Final salary scales will be issued in mid-September.

### **NEW HEALTH SCIENCES COMPENSATION PLAN**

The new Health Sciences Compensation Plan was approved by the Board of Regents at the July 1999 meeting. The Health Sciences Compensation Plan is a consolidation of the two existing plans, the General Health Sciences Compensation Plan and the Medical School Clinical Compensation Plan. It is available on the web at <http://www.ucop.edu/acadadv/acadpers/apm/s4-670.html>. The President must still issue guidelines on outside professional activities for plan participants. Campuses must then develop implementing guidelines. Once these have been approved, campuses will be able to implement the new Compensation Plan.

Dorothy F. Bainton, M.D.  
Vice Chancellor, Academic Affairs

[Attachments](#)

cc: J. Michael Bishop, Chancellor  
 Craig Van Dyke, Director, Langley Porter Institute  
 Todd Margolis, Director, Francis I. Proctor Foundation  
 Ara Tahmassian, Assistant Vice Chancellor  
 Sally Marshall, Chair, Committee on Academic Personnel  
 Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity  
 Karen Butter, Acting University Librarian

**Annual Call  
 Attachment  
 August 24, 1999**

		<b>Attachments</b>
1	SF-AP-01	<a href="#">Description of Academic Series for Use in Correspondence with External and Internal Referees</a>
2	SF-AP-02	<a href="#">Criteria for Normal Advancement in Rank - Professorial Series</a>
3	SF-AP-03	<a href="#">Approving Authorities for Dossiers - Appointments and/or Changes in Series</a>
4	SF-AP-04	<a href="#">Approving Authorities for Dossiers - Merits</a>
5	SF-AP-05	<a href="#">Approving Authorities for Dossiers - Promotions</a>
6	SF-AP-06	<a href="#">Checklist for Dossiers - Ladder Ranks, In Residence, and Professor of Clinical</a>
7	SF-AP-07	<a href="#">Checklist for Dossiers - Salaried Clinical</a>
8	SF-AP-08	<a href="#">Checklist for Dossiers - Adjunct</a>
9	SF-AP-09	<a href="#">Checklist for Dossiers - Clinical without Salary</a>
10	SF-AP-10	<a href="#">Checklist for Dossiers - Professional Research</a>
11	SF-AP-11	<a href="#">Checklist for Dossiers - Specialist</a>
12	SF-AP-12	<a href="#">Checklist for Dossiers - Academic Administrator/Academic Coordinator</a>
13	SF-AP-13	<a href="#">Checklist for Dossiers - Emeritus, Recall and Post-Retirement</a>
14	SF-AP-14	<a href="#">Summary Sheet - Recommendation for Appointment and/or Change in Series</a>
15	SF-AP-15	<a href="#">Summary Sheet - Recommendation for Merit</a>
16	SF-AP-16	<a href="#">Summary Sheet - Recommendation for Promotion</a>
17	SF-AP-17	<a href="#">Summary Sheet - Recommendation for Appraisal of Achievement and Promise</a>
18	SF-AP-18	<a href="#">University of California Biography</a>
19	SF-AP-19	<a href="#">Attachment A: Academic Review Addendum</a>
20	SF-AP-20	<a href="#">Academic Recruitment Procedures</a>
21	SF-AP-21 a,b,c	<a href="#">Search Process Report, Instructions</a> and <a href="#">Attachment 1</a> (Applicant Pool)
22	SF-AP-22 a, b, c	<a href="#">Intercampus Transfers Procedures, Temporary Intercampus or Multicampus Appointment Form,</a>
		<a href="#">Intercampus One-Time Payment Form</a>
23	SF-AP-23	<a href="#">UC Affirmative Action Guidelines for Recruitment and Retention of Faculty</a>
24	SF-AP-24	<a href="#">Task Force on In-Residence Report</a> <a href="#">Acknowledgement Form</a>
25	SF-AP-25	<a href="#">Curriculum Vitae Sample Format</a>

