



University of California
San Francisco
Office of the Vice Chancellor
Academic Affairs

October 26, 2001

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GRADUATE DIVISION DEAN CLIFF ATTKISSON
VICE DEAN NEAL COHEN
DEAN OF ACADEMIC AFFAIRS TROY DANIELS
ASSOCIATE ACADEMIC DEAN MARYLIN DODD

Re: Annual Call for Academic Personnel Actions Effective 2002-2003 and 2002 Academic Appraisal

ACADEMIC PERSONNEL ACTION	DATE DUE IN VC ACADEMIC AFFAIRS
Merits - Normal	January 28, 2002
Merits - Accelerated, Professor V - VI, IX - Above-Scale	December 3, 2001
Academic Advancement Status List	November 2, 2001
Appointments, Changes in Series	December 3, 2001
Promotions	December 3, 2001
Appraisals	To Be Prepared Before the End of Fourth Year
Five Year Review	January 28, 2002

WEBSITE

The Annual Call website is <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 other websites.

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.

2001-2002 ACADEMIC SALARY PLAN

The 2001-2002 California State budget included funding for a general range adjustment for all academic employees of 0.5% effective October 1, 2001. Salary scales can be found on the Academic Personnel website <http://www.ucsf.edu/acpers/>.

PROFESSIONAL RESEARCH SERIES SALARY SCALE

The Office of the President has established salary scales with ranges for the steps of the Professional Research Series. The following practice will be applied to the [Professional Research Salary Scales](#) at UCSF. The ranges established by the Office of the President are to be viewed as transitional for a three-year period. All Professional Research salaries must reach the maximum of each range by October 1, 2004 at the latest but may reach it sooner.

Departments can make adjustments each October 1 as part of the range adjustment process, or may adjust salaries within the range for a step at the time of reappointment/continuation. Any change in rank or step must follow the normal merit or promotion process.

AFFIRMATIVE ACTION GUIDELINES FOR RECRUITMENT AND RETENTION OF FACULTY

The enactment of Proposition 209 requires that the University shall not discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity or national origin. However, Proposition 209 contains language stating that the prohibitions do not apply to actions which are necessary to establish or maintain eligibility for any Federal program, where ineligibility would result in a loss of Federal funds to the University. As a Federal contractor, the University of California has an obligation to comply with affirmative action regulations governing all employment. These obligations apply to members of academic search committees and a brochure, [Your Responsibility as a Member of an Academic Search Committee](#), has been developed and is being distributed to all members of academic search committees.

FIVE -YEAR REVIEW

In September 2000, the UCSF campus implemented the faculty Five-Year Review process. In response to concerns raised by Departments, the Committee on Academic Personnel and Administration has agreed that the initial review file will consist of the faculty member's Curriculum Vitae and the department chair's cover letter. The department chair's cover letter should address the criteria for the faculty member's series, rank and step and should include an assessment of the faculty member's contributions. When performance is *satisfactory* at the current rank and step, the recommendation will note that the work is appropriate for the current rank and step **or** will note support for advancement, which would then require the preparation of an appropriate dossier. In the event the performance is deemed *unsatisfactory*, the department chair will set forth a plan for improvement including necessary steps for advancement and/or retention. Note that the packet deadline is January 28, 2002.

ACADEMIC RECALL APPOINTMENTS

New guidelines for rehiring retired academic employees went into effect on January 1, 2001. Policy states that academic recall appointments will be less than 1000 hours in a 12-month period or 46% time or less. Since departments have already made commitments to recalled academics prior to Office of the President's clarification of the rules, I agreed to consider those requests as exceptions to policy. All future academic recall appointments must adhere to the limits.

ACADEMIC COORDINATOR TRANSITION GUIDELINES

A new Academic Coordinator series has been approved and UCSF will implement July 1, 2002. The new series more clearly demarcates different levels of responsibility and provides growth within the appointment level. Academic Coordinator I, Academic Coordinator II or Academic Coordinator III is contained in each title and does not represent a ladder for advancement. The steps within each title provide a wide range of salaries.

The assignment to the new academic coordinator title and step shall be the responsibility of the appropriate Dean or Vice Chancellor. Each current academic coordinator shall submit current job description and current curriculum vitae to their supervising administrator/department chair who shall review and recommend an appropriate title and step based on the new criteria in APM-375. If an academic coordinator has recently received a merit or promotion, it is anticipated that an equivalent level and step/salary will be recommended. The current salary for each academic coordinator shall not be decreased. An off-scale salary maybe used as a transition mechanism to the new scale. This recommendation will then be forwarded to the appropriate Dean. For units that report to Central Administration, a standing review committee will review the files and recommend action to the Academic Vice Chancellor for approval.

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
Donna Ferriero, Chair, Committee on Academic Personnel
Michael Adams, Director, Affirmative Action/Equal Opportunity/Diversity
Karen Butter, University Librarian

Attachments

1	Description of Academic Series for Use in Correspondence with External and Internal Referees	SF-AP-01
2	Criteria for Normal Advancement in Rank - Professorial Series	SF-AP-02
3	Approving Authorities for Dossiers - Appointments and/or Changes in Series	SF-AP-03
4	Approving Authorities for Dossiers - Merits	SF-AP-04
5	Approving Authorities for Dossiers - Promotions	SF-AP-05
6	Checklist for Dossiers - Ladder Ranks, In Residence, and Professor of Clinical	SF-AP-06
7	Checklist for Dossiers - Salaried Clinical	SF-AP-07
8	Checklist for Dossiers - Adjunct	SF-AP-08
9	Checklist for Dossiers - Clinical without Salary	SF-AP-09
10	Checklist for Dossiers - Professional Research	SF-AP-10
11	Checklist for Dossiers - Specialist	SF-AP-11
12	Checklist for Dossiers – Academic Administrator	SF-AP-12
	Checklist for Dossiers – Academic Coordinator	SF-AP-12a
13	Checklist for Dossiers - Emeritus, Recall and Post-Retirement	SF-AP-13
14	Summary Sheet - Recommendation for Appointment and/or Change in Series	SF-AP-14
15	Summary Sheet - Recommendation for Merit	SF-AP-15
16	Summary Sheet - Recommendation for Promotion	SF-AP-16
17	Summary Sheet - Recommendation for Appraisal of Achievement and Promise	SF-AP-17
18	University of California Biography	SF-AP-18
19	Attachment A: Academic Review Addendum	SF-AP-19
20	Academic Recruitment Procedures	SF-AP-20
21	Search Process Instructions	SF-AP-21
	Search Process Report (SPR)	SF-AP-21a
	Applicant Pool (Attachment 1)	SF-AP-21b
	Affirmative Action Guidelines for Recruitment and Retention of Faculty	SF-AP-21c
	Your Responsibility as a Member of an Academic Search Committee	SF-AP-21d
24	Task Force on In-Residence Report	SF-AP-24
	Acknowledgement Form	SF-AP-24a
25	Curriculum Vitae Sample Format	SF-AP-25
26	Five-Year Review of UCSF Faculty	SF-AP-26
27	Professional Research Series Fiscal Year Salary Scale	SF-AP-27