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Communication from the Committee on Academic Personnel

Donna Ferriero, MD, Chair

January 9, 2002

Dorothy F. Bainton, MD
 Vice Chancellor Academic Affairs
 C-116, Box 0652
 San Francisco, CA 94143-0652

RE: Review of Stewardship Review Procedures

Dear Dr. Bainton:

Thank you for coming to the November 19 CAP meeting and discussing stewardship review procedures. The Committee has further discussed the procedures governing stewardship reviews and makes the following recommendations.

Procedures to Address Issues of Timeliness

In order to address the delays often associated with stewardship reviews, CAP recommends the following timeline and procedures.

<p>1. End of 4th Year</p>	<p>a. Notify reviewee of upcoming stewardship review and of deadline for submission of packet, which should be set at 4.5 years.</p> <p>b. Set meeting date for nine months past end of reviewee’s 5th year for meeting between reviewee and, as relevant, Dean, Vice Chancellor and/or Chancellor to discuss outcomes of review.</p> <p>c. In consultation with the reviewee, set meeting date for ten months past the end of the reviewee’s 5th year when the reviewee and, if applicable, his or her Dean, will meet with his or her unit to discuss the results of the review.</p> <p>d. All dates should be included on a form that will be sent to CAP, the Vice Chancellor, the Chancellor, the Chair of the stewardship review Committee, and, as applicable, the Dean. The Chair of CAP will monitor all dates and deadlines.</p>
<p>2. At 4.5 years</p>	<p>a. Reviewee should submit packet and list of letter writers to the Office of Academic Personnel, which will in turn forward copies to CAP. The Office of Academic Personnel should add to packet the reviewee’s previous stewardship review report. Reviewee can supplement packet with additional materials until two weeks after end of reviewee’s 5th year.</p> <p>b. Upon receipt of the packet and list of letter writers, CAP will immediately constitute a stewardship review committee.</p>

	<p>c. Chancellor will next appoint in writing those faculty selected by CAP for service on the stewardship review committee. Faculty who decline must do so in writing to the Chancellor explaining their inability to serve. CAP should be made aware of their reasons for not serving.</p> <p>d. CAP will continue to select faculty for appointment until stewardship review committee is constituted. It is important that CAP retains final approval of constitution of the committee.</p>
3. End of 5th Year	<p>a. The stewardship review committee begins deliberations at the end of reviewee's 5th year. Any materials not submitted by two weeks after the end of the 5th year will not be considered.</p> <p>b. The chair of the stewardship review committee shall set the first meeting within two months of the end of the reviewee's 5th year and shall submit a report within six months of receipt of the appointment letter from the Chancellor.</p> <p>c. The chair should set multiple committee meeting dates at the first meeting. The CAP representative on the committee should be given priority of consideration in meeting scheduling due to CAP's central role in the review process. In addition, as a guideline, meetings should include the chair, CAP representative and at least one other committee member.</p> <p>d. The committee should sample all faculty in the unit, if possible. If the unit is too large to achieve this goal, then the committee should attempt to implement a sampling plan that achieves a representative sample (e.g., by series, rank, gender, etc.) of faculty in the unit.</p>
4. Conclusion of Process	<p>a. The final report will be provided to CAP for review. The stewardship review committee will not be released from its responsibilities until CAP edits and/or signs off on the report.</p> <p>b. CAP will either endorse the report or recommend alternative action to the Vice Chancellor.</p> <p>c. When the action to be taken by the Chancellor differs from the action that the stewardship review committee and/or CAP endorsed, the Vice Chancellor should meet with CAP prior to the Vice Chancellor meeting with the reviewee.</p> <p>d. The CAP representative should attend the meeting at which the reviewee presents the report to his or her faculty.</p> <p>e. The reviewee should receive a hard copy of the stewardship review committee's written report.</p>

Procedures to Address Issues of Confidentiality

In order to address concerns about the confidentiality of the stewardship review process, CAP recommends the following new procedures:

1. All stewardship review committee members should sign a short statement agreeing to maintain confidentiality. The statement should include a definition of confidentiality.

2. Every person interviewed by the stewardship review committee should be advised of the confidentiality rule and definition and should also sign the same confidentiality agreement.

Procedures to Address Overall Issues of Shared Governance/Integrity of the Process

In order for stewardship reviews to have validity and impact, both faculty and administration must be committed to and in full support of the outcomes. In addition, procedures, such as items 2(c) and (d) and 4(a), (b) and (c) above, are critical to safeguarding the overall integrity of the process.

The Committee again thanks you for taking the time to work on improving this valuable process and would like to schedule another meeting with you in early January to continue this work.

Respectfully,

Committee on Academic Personnel

Donna Ferriero, Chair

Sandra Weiss, Vice-Chair

Carol Basbaum

Barbara Gerbert

B. Joseph Guglielmo

Maria Pallavicini

Nelson B. Schiller

cc: Daniel Bikle, Chair, Academic Senate
Diane Dillon, Director, Office of Academic Personnel