

Committee on Equal Opportunity

DRAFT

Annual Report 2002-2003

**Diane Wara, M.D.
Chair**

During the 2002-03 academic year, the Committee on Equal Opportunity met as a Committee on ten occasions.

Issues reviewed and acted on by the Committee included:

- Further response to the State of California's audit of UC recruiting practices
- Diversity of faculty search pools, development of search committee interview procedures, and conducting interviews of search committee members to identify search committee best practices, and budget proposal for Ambassadorship Program
- Continued revisions to the "Faculty Handbook for Success – Advancement and Promotion at UCSF."
- Recommendation of financial support for programs on sexual harassment prevention, and informal dispute resolution.
- Faculty Development Awards.
- Discussion of the Report of the Chancellor's Task Force on the Climate for Faculty, February 2003

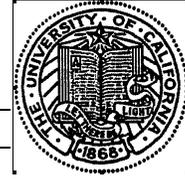
Systemwide Issues

Diane Wara, Chair of the UCSF Committee on Equal Opportunity (EQOP) served as the University Committee on Affirmative Action and Diversity (UCAAD) representative and reported to EQOP on matters considered by UCAAD during 2002-03.

Faculty "Clock Stop" Policy: UCAAD discussed the need to clarify the faculty "clock stop" policy, which relates to parental leave without pay (see Academic Personnel Manual (APM) 760). Concerns were raised that faculty were not well-informed about the existence of this policy. Information on this policy is available at <http://www.ucop.edu/acadadv/acadpers/apm/apm-760.pdf>. The UCSF EQOP agreed to review this policy.

President's Summit on Faculty Gender Equity

In November 2002, President Atkinson convened a Summit on Faculty Gender Equity. The University's three women Chancellors were present. There was recognition that



diversity issues on the health sciences campuses were more complex than on the other campuses. To address this issue, the Office of the President will work to convene another meeting that will focus solely on diversity issues for health sciences campuses (e.g., UCSF, UCLA, UC-Davis, etc.). President Atkinson also requested that campuses work to assign FTE faculty positions at the assistant and associate professor level, as this is one avenue to help improve diversity. Two potential difficulties can be a loss of revenues for departments and the need to use FTEs to recruit senior faculty to head programs.

Information on the Summit is available at

<http://www.ucop.edu/pressummit/participants.html>. The Report on the University of California President's Summit on Faculty Gender Equity is available at

<http://www.ucop.edu/pressummit/women-status.html>.

UCSF Equal Opportunity Issues

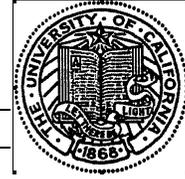
The Committee worked on several issues at the Division level.

Further Response to the State of California's Audit of UC Recruiting Practices.

In May 2001, the State of California issued an audit report of the recruiting practices at UC. In spring 2002, the campuses provided the UC Office of the President (UCOP) with progress reports regarding their recruiting practices, which UCOP in turn provided to the state auditors. The state auditors requested additional information, and the campuses were given the opportunity to contribute that additional information to UCOP. Vice Chancellor Bainton asked the Committee on Equal Opportunity for input. Because of the near immediate deadline for input, Chair Wara answered on behalf of the Committee. (Appendix 1).

Diversity of Faculty Search Pools, Development of Search Committee Interview Procedures, and Conducting Interviews of Search Committee Members to Identify Best Practices.

In academic year 2001-02, the Committee decided to interview search committee members to gain information on search committee best practices to further the goal of increasing faculty diversity by making fundamental changes in the process by which faculty positions are filled. This year, the Committee decided to focus on ladder rank positions as a starting point. Members of search committees were selected to be interviewed, and Committee members were assigned an interviewee. A search committee interview template was finalized, and a letter was prepared and approved by Dorothy Bainton, Vice Chancellor of Academic Affairs, which was sent to each interviewee. (Appendices 2, 3). Ten interviews were conducted in the Spring of 2003. The results of the interviews were discussed and a letter outlining the Committee's suggested best practices and recommendations will be sent to Vice Chancellor Bainton.



In 2002, EQOP submitted a Proposal to Establish Search Committee Ambassadors (Ambassadorship Program) to Vice Chancellor Bainton. (Appendix 4). Last year, Vice Chancellor Bainton had indicated that funding would not likely be available to support the staff position as proposed by the Committee. The search committee interviews discussed above were undertaken as an alternative to the Ambassadorship Program. This year, however, EQOP sent a budget proposal for a 2-year pilot program that would cover 20% of searches to Vice Chancellor Bainton. This proposal was submitted to the Chancellor's Executive Budget Committee, and was supported by the Committee on Academic Planning and Budget.

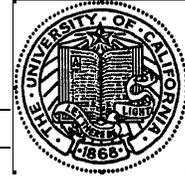
The Committee reviewed the Ambassadorship Program proposal and agreed that the following items should be priorities for the first year of the Ambassadorship Program:

- Establishing and aligning criteria for successful program outcomes.
- Developing and maintaining a recruitment plan that can be used by all search committees to guide their searches. This plan would include all necessary/legally-required information and forms in a single package that can be delivered to each search committee.
- Developing and running a training program for Faculty Ambassadors.
- Building and maintaining a database of publications, job listings, web sites, and other resources targeted to diverse populations, including databases specific to the needs of the schools and/or individual programs and the type of search.
- Revising the current UCSF brochure entitled "Your Responsibility as a Member of an Academic Search Committee" which is published by the Office of Affirmative Action, Equal Opportunity and Diversity. (Appendix 5).

The Committee agreed to remain integrally involved in overseeing the Ambassadorship Program and will consider proposing a change to its bylaws to include this duty.

Revisions to Faculty Handbook for Success – Advancement and Promotion at UCSF.

The Academic Senate Office, Committee members, and Diane Dillon, Director of Academic Personnel, worked on substantial revisions to the Handbook. The Handbook will be printed, available in a downloadable version on the Academic Senate Website (www.ucsf.edu/senate) and available on a CD-ROM. In the future, the Handbook will not be reprinted, and the Committee will be responsible for revisions to the electronic version. The Handbook will be housed on the Academic Senate website.



Recommendation of Financial Support for Programs on Sexual Harassment Prevention and Informal Dispute Resolution.

The Committee sent a letter to the Committee on Academic Planning and Budget urging financial support for the work of the Office of Sexual Harassment Prevention and Resolution (OSHPR) and the Problem Resolution Center (PRC) at UCSF. (Appendix 6). Information on OSHPR is available at <http://www.ucsf.edu/oshpr>. Information on the PRC is available at <http://www.ucsf.edu/resolve>.

Faculty Development and Pre-Associate Awards.

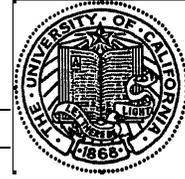
Each year the Committee participates in the review and selection of recipients of Faculty Development Awards. These awards are administered by the Vice Chancellor for Academic Affairs on behalf of the Chancellor and given to junior faculty who have encountered unusual obstacles in developing their research as necessary for advancement. Originally, these awards were aimed at women and underrepresented minority faculty on the tenure-track, but now the awards are targeted toward faculty in any series who have faced obstacles in advancement, although junior faculty still receive primary consideration. Proposals submitted to the Vice Chancellor for Academic Affairs are transmitted to the Committee for review, evaluation and recommendations.

Recipients of Faculty Development Awards are required to submit progress evaluations explaining how the funding was used and what the recipients have accomplished. This year, EQOP for the first time received and reviewed progress reports from most of last year's Award recipients. As a result of this review, EQOP designed a progress evaluation form which will be sent to future Award recipients with their award letters. (Appendix 7).

For 2002-03, the Committee reviewed a total of 39 proposals for the Faculty Development Awards, more than twice the number of proposals received last year. Upon concurrence with the Committee's recommendations, the Vice Chancellor gave Awards to the following faculty:

1. Dr. Laura Bull	Medicine	\$25,000.00
2. Dr. June M. Chan	Epidemiology/Urology	\$25,000.00
3. Dr. Teresa Juarbe	Family Health Care Nursing	\$25,000.00
4. Dr. Karen H. Seal	Family & Community Medicine	\$25,000.00
5. Dr. Phyllis C. Tien	Medicine	\$25,000.00

The Committee discussed ideas for revising the criteria for these Awards and agreed to continue this work in the next academic year.



Report of the Chancellor's Task Force on the Climate for Faculty, February 2003

The Committee invited Ruth Greenblatt to discuss the recommendations in the "Report of the Chancellor's Task Force on the Climate for Faculty, February 2003 (Report)". This Task Force was co-chaired by Dr. Greenblatt, and Dr. William Margaretten. The Task Force was generally charged with reviewing the report on the survey on the UCSF Faculty Climate Survey (Survey), conducted in the fall of 2001, identifying and prioritizing problems that need to be addressed, and recommending specific actions to address these problems. The Task Force made several findings and recommendations, which were discussed with the Committee. The Report is available on the Academic Senate website at <http://www.ucsf.edu/senate/2002-2003/Report-ClimateForFaculty.pdf>. The Committee agreed to review the Report and send a letter to the Chancellor identifying those issues or recommendations the Committee believes are most important.

Issues for the 2003-04 Academic Year

Matters continuing and new topics for next year include:

- Finalize revisions to the Faculty Handbook for Success – Advancement and Promotion at UCSF, post on Academic Senate Website, print copies, and make CD-ROM disks available for distribution.
- Continue work on the Ambassadorship Program.
- Complete letter regarding search committee best practices.
- Follow up with the Committee on Academic Planning and Budget in advancing and supporting funding for the Ambassadorship Proposal during the next budget review for Fiscal Year '04-'05.
- Follow up on providing input to the Chancellor regarding the recommendations of the Chancellor's Task Force on Faculty Life.
- Revise criteria for the Faculty Development Awards.
- Consider revising the Committee's bylaws to include the Ambassadorship Program as an additional duty.
- Meet with the Faculty Subcommittee of the Chancellor's Advisory Committee on Diversity (Subcommittee) to discuss questionnaires developed by this Subcommittee to supplement existing Search Process reports.
- Follow up on review of the "Clock Stop" policy.

Respectfully submitted,

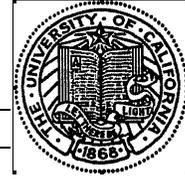
Committee on Equal Opportunity

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Sally Rankin, Vice Chair

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APPENDICES

- Appendix 1: Letter from EQOP to Dorothy Bainton, Vice Chancellor for Academic Affairs, Regarding UCSF's Response to State Audit of UC Faculty Recruitment Practices (10/23/03)
- Appendix 2: EQOP Interview Guide: "Best Practices" of Search Committee Members (3/03)
- Appendix 3: Exemplar Letter from EQOP to Search Committee Members Regarding Research on Search Committee Procedures (2/25/03)
- Appendix 4: Proposal to Establish Search Committee Ambassadors (6/02)
- Appendix 5: UCSF Brochure: "Your Responsibility as a Member of an Academic Search Committee" (12/4/01)
- Appendix 6: Letter from EQOP to Committee on Academic Planning and Budget Regarding Financial Support for Sexual Harassment Prevention and Informal Dispute Resolution Programs (5/28/03)
- Appendix 7: Faculty Development Award Recipient Progress Evaluation Report (6/03)