Communication from the Committee on Academic Personnel  
Brian Alldredge, Pharm.D., Chair

June 6, 2001
Dorothy F. Bainton, MD  
Vice Chancellor Academic Affairs  
C-116, Box 0652  
San Francisco, CA 94143-0652

RE: Draft Appointment Checklist

Dear Dr. Bainton:

The Committee on Academic Personnel has created the attached draft Appointment Checklist. Before working further to finalize this checklist, the Committee would like your feedback on its potential utility and likelihood of implementation. The Committee intends for such a checklist to help ensure appropriate advance planning for each new appointment and to alert candidates unfamiliar with the UC system to some of the basic issues that should be discussed with his or her prospective department chair. This checklist is intended to augment rather than replace traditional departmental offer letters. Ultimately, CAP would like to see such a checklist in every appointment file, especially since CAP is not provided with the offer letter.

Any feedback you could provide at your convenience would be appreciated.

Respectfully,

Committee on Academic Personnel  
Brian Alldredge, Chair  
Donna Ferriero, Vice-Chair  
Carol Basbaum  
Martin Bogetz  
Barbara Gerbert  
Nelson B. Schiller  
Sandra Weiss
# Appointment Checklist

<table>
<thead>
<tr>
<th>School:</th>
<th>Home Dept.:</th>
<th>Effective Date:</th>
</tr>
</thead>
</table>

**Additional Appointments:**

**Name:**

**Title at Present Institution:**

<table>
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<tr>
<th>Proposed UCSF Title:</th>
<th>Salary:</th>
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<table>
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<tr>
<th>Percent Time:</th>
<th>Compensation Type:</th>
<th>Base Salary:</th>
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</table>

**Highest Degree:**

Please mark those issues the Department and Candidate have discussed and complete blanks as applicable:

- Proposed appointment to Series:__________________ at Step _______ and at Rank ______________.
- Obligation to adhere to the compensation plan of the School listed above, a copy of which has been provided to the candidate.
- Candidate has been provided with the “Advancement and Promotion at UCSF: A Faculty Handbook for Success.”
- Confirmation of at least ______ % protected time to conduct research/creative activities during candidate’s first ______ year(s).
- Expectation of participation in departmental teaching and/or clinical programs.
- Expectation of approximate ______ % time devoted to teaching, if applicable, and ______ % time to clinical practice, if applicable.
- Identification and confirmation of office space at the following location ____________________________________.
- Identification and confirmation of research space, if applicable at the following location ____________________.
- Availability of computer and other technology equipment. Describe, if applicable: __________________________________________________________________________________________________________________________________________________________.
- Administrative support resources. Describe, if applicable: __________________________________________________________________________________________________________________________________________________________.

__________________________________ ________________  
Department Chair’s Signature Date

__________________________________ ________________  
Candidate’s Signature Date