MEETING OF THE SAN FRANCISCO DIVISION

LAWRENCE H. PITTS, MD, CHAIR

Tuesday, June 12, 2001
3:30 - 5:00 p.m.
Room HSW 300

ORDER OF BUSINESS

I. MINUTES OF DIVISIONAL MEETINGS - NOVEMBER 14, 2000 and MARCH 16, 2001

II. ANNOUNCEMENTS FROM THE CHANCELLOR - None Scheduled

III. ANNOUNCEMENTS FROM THE SENATE CHAIR
   A. Shared Governance Committee
   B. Academic Senate Mentoring Task Force

IV. SPECIAL ORDERS
   A. Consent Calendar – Approval of 2000-01 COC Appointments of Officers, Divisional Committee Members, Representatives to Statewide Senate Committees and Delegation to the Assembly of the Academic Senate.

V. REPORTS OF SPECIAL COMMITTEES
   A. Presentation to the Faculty of 2001-02 COC Appointments of Officers, Divisional Committee Members, Representatives to Statewide Senate Committees and Delegation to the Assembly of the Academic Senate – John Kane, Chair COC
   B. Update on Implementation of Clinician Scientist Task Force Recommendations– Dan Bikle

VI. REPORTS OF STANDING COMMITTEES
A. Rules and Jurisdiction Committee – Jean Olson, Chair
   Review of Proposed Changes to Divisional Bylaws

B. Graduate Council – Nancy Stotts, Vice Chair
   FOR DISCUSSION PURPOSES ONLY - Presentation of Proposal and Recommendations
   relative to the Appointment and Mentoring of UCSF Research Postdoctoral Scholars –
   ATTACHMENT 1

C. Status Report Committee on Academic Planning and Budget – Stan Glantz, Chair
   Involvement in Campus Planning and Budget Process

VII. PETITIONS OF STUDENTS – None Scheduled

VIII. UNFINISHED BUSINESS

IX. UNIVERSITY AND FACULTY WELFARE - No Report Scheduled

X. PRESENTATION OF DISTINCTION IN TEACHING AWARD – Scheduled for 4:45
   p.m.
   Mary Croughan-Minihane, PhD, Community and Family Medicine - 2001-02 Award
   Recipient
   Nancy J. Fischbein, MD, Radiology – 2001-02 Honorable Mention

XI. NEW BUSINESS
   UCSF Conflict of Interest Policy – Discussion and Overview of Proposed Changes

XII. ADJOURNMENT
INTEROFFICE MEMO

University of California
San Francisco

UCSF
Graduate Division
Office of the Dean

May 3, 2001
To: Chancellor J. Michael Bishop
   Vice Chancellor Dorothy Bainton
   Vice Chancellor Steve Barclay
   Vice Chancellor and Dean Haile Debas
   Executive Vice Chancellor Zach Hall
   Vice Chancellor Bruce Spaulding
   Dean Charles Bertolarni
   Dean Kathleen Dracup
   Dean Mary Anne Koda-Kimble
   Graduate Program Directors
   Graduate Program Advisors
   Graduate Program Administrators
   Department Chairs
   ORU Directors
From: Clifford Attkisson  
Dean of the Graduate Division  
Re: The Appointment and Mentoring of UCSF Research Postdoctoral Scholars

The Graduate Council and the Graduate Division, in collaboration with the Postdoctoral Scholars Association, have developed policies addressing several concerns that are crucial to the appointment and education of postdoctoral scholars at the UCSF campus. These recommendations include procedures for appointments of research postdoctoral scholars, establishment of minimum benefits, expectations for training and mentoring of scholars, appointment of international scholars, and strengthening the administration of postdoctoral affairs and evaluation of postdoctoral education. These recommendations were approved at the April 2, 2001 meeting of the Graduate Council and have been forwarded to the Coordinating Committee of the Academic Senate for consideration and comment.

So that we may enlist your comment on and support for these very important recommendations, I am attaching a copy of the policy modifications that are under consideration. The proposed policies regarding appointment, compensation, and mentoring of UCSF postdoctoral scholars are extremely important and urgently needed to enhance treatment and training of this essential component of our academic community. Many of the proposed guidelines are long overdue. I encourage you to be proactive on this substantive campus issue and work with us to help ensure consensus on the proposals as well as campus-wide adoption and implementation.

cc: Academic Senate Chair Larry Pitts  
Graduate Council Chair Jane Weintraub
The Graduate Council and the Dean of Graduate Studies recommend the approval of the following policy guidelines for the appointment and mentoring of postdoctoral scholars at UCSF:

1. A standard appointment letter must be issued by a) the Graduate Office and/or b) the postdoc’s designated department and/or c) the primary mentor, and must be sent to the postdoc prior to...
his/her arrival.

2. This letter must specify the effective appointment period, compensation levels, the benefit package (see #3), and the basis of the performance evaluation.

3. A minimum benefit package should be developed for all postdocs, independent of their source of funding and title, which includes the following:


   b. Vacation: I paid day per month, which can be accumulated up to I year (12 days) and will not be paid out at the end of the appointment.

   c. Sick leave: I paid day per month.


1. The cost of premiums for these insurance plans for the postdoc must be borne by the department or by an allowance attached to the fellowship or training grant.

2. a) Each postdoc must be compensated, at a minimum, according to the NIH guidelines. The compensation must reflect the postdoc's years of experience as stipulated by the NIH Guidelines.

   b) A 15% supplement to this compensation is encouraged because of the high cost of living in the Bay Area.

3. Training/mentoring guidelines for postdocs must be developed,
including the following:

a. Expectations and responsibilities of both the primary mentor and the postdoc must be outlined in writing at the beginning of the appointment.

b. The primary mentor must evaluate the postdoc on a yearly basis. This written evaluation should point out strengths and areas for improvement and cover the postdoc's research and professional progress. A copy of the evaluation must be co-signed by the mentor and the postdoc, and must be submitted to the Graduate Division.

c. Each postdoc is encouraged to choose one or two faculty mentors, in addition to his/her primary mentor, to offer broader professional guidance.

d. Each postdoc should receive training in writing manuscripts and grants, in reviewing journal articles, and in teaching graduate students and/or technicians.

e. Postdocs should be encouraged to present their work inside and outside of UCSF.

f. Postdocs should be encouraged to attend professional development workshops.

1. Mentoring guidelines for Faculty must be developed, including the following:

a. The postdoc must evaluate the primary mentor on a yearly basis to provide feedback on the effectiveness of his/her mentoring. A copy of this written evaluation must be co-signed by the mentor and the postdoc, and must be submitted to the Graduate Division and the Chair of the Department.

b. Faculty should be encouraged to attend mentoring and
teaching workshops.

1. There should be a full-time equivalent administrator for postdoctoral affairs in the Graduate Division.

2. To the greatest extent possible, a directory of postdocs, regardless of appointment title or funding source, should be developed and maintained by the Graduate Division.

3. Adequate orientation must be provided to all new postdocs.

4. The Office of the International Students and Scholars should be provided adequate staffing and resources to meet the growing needs of foreign postdocs, which currently comprise 50% of the postdoctoral body at UCSF.

5. The Graduate Council will annually monitor the implementation of these recommendations.

Please communicate comments regarding these proposed policy modifications to Clifford Attkisson, Dean of Graduate Studies, 200 Millberry Union West. All comments will be reviewed by the Graduate Council and the Graduate Division. The policy modifications were developed in a collaborative effort of the Graduate Council, the Graduate Division, and the UCSF Post-doctoral Scholars Association.