EQUAL OPPORTUNITY COMMITTEE
Betty-ann Hoener, Ph.D., Chair

MINUTES
Meeting of November 1, 2001

PRESENT: Chair B. Hoener, Vice Chair D. Wara, M. Croughan, H. Harris, S. Kahl, F. Lu, O. Plesh, S. Rankin

ABSENT: E. Froelicher, R. Malone

The meeting of the Equal Opportunity Committee was called to order by Chair Hoener on November 1, 2001 at about 2:00 p.m. in Room S118. A quorum was present.

MINUTES
The minutes of the October 4, 2001 meeting were approved with the correction that Steve Kahl was absent.

CHAIR’S REPORT/ANNOUNCEMENTS
Chair Hoener will be unable to attend the full meeting of the system wide Senate Committee on Affirmative Action and Diversity on November 19. Committee members present are also unable to attend. An email will go out to the full committee requesting an alternate.

OLD BUSINESS

• Faculty Handbook

The Committee discussed who would work on the different sections of the faculty handbook rewrite and set a tentative timeline.

December 6, 2001: Report on progress at regular monthly Committee meeting.
January 25, 2002: Drafts to Senate Staff for distribution to Committee.
February 7, 2002: Discuss section drafts at regular monthly Committee meeting.

Section 1: The Committee will ask the Committee on Academic Personnel (CAP) to review the definitions in this section and provide input for the rewrite. Campus counsel and Office of the President will need to review this section before finalizing.

Section 2: Vice Chair Wara will talk with CAP Chair D. Ferriero about the changes needed to this section on the processes involved in promotion to Associate Professor.
Section 3: M. Croughan will work on ‘Combining Personal and Professional Life’ (pages 15-17), and Vice Chair Wara will work on gender and sexual harassment with A. Cisco-Smith, Director of the Work-Life Resource Center.

Section 4: S. Rankin and H. Harris will work together on rewriting as necessary this section on ‘Developing an Excellent Research Program.’ A paragraph or two on the Committee on Human Research needs to be added to this section. This section should also remind faculty that every principal investigator is responsible for monies spent above and beyond grant monies received. The Committee noted that Harry Cordon of the School of Medicine Dean’s Compliance Office has good audit language that might be useful for this section.

Section 5: The Committee will ask for Zena Werb’s help on this section, currently entitled ‘Responsibilities as Group Leader of a Research Laboratory.’

Section 6/Appendix A: The Committee discussed the need to improve the ‘Record Keeping’ section, including changing the sample CV provided. Committee members will gather their school’s standard CV and forward to Senate staff for this section. The Committee will also ask CAP what it would like to see. Chair Hoener will work on the ‘Teaching’ subsection, most specifically on how to count teaching hours.

Appendix B: Chair Hoener will work with Georgia Hansen to update this section on ‘Grant Support.’

New Sections that the Committee discussed:
- Diversity - F. Lu agreed to work on this.
- Explanation of the Compensation Plan – S. Kahl agreed to work with A. Hawkins of the School of Pharmacy on this.
- Intellectual Property
- Supportive Work Environment (e.g., accessing childcare, dealing with legal issues, accessing housing loan services).
- Other UCSF Highlights and Unique Benefits – include discussion of various topics such as opportunities for collaboration with Berkeley and Stanford, the unique benefits package, parental leave, increasing childcare opportunities, library services, focus on the arts (Chancellor’s Concert Series, other Milberry Union events), San Francisco geography and highlights.
- Section, or appendix, on varied locations of faculty (e.g., Parnassus, Mt. Zion, SFGH) and plans for new locations (e.g., Mission Bay)

- Search Committee Proposal
  The Committee will consider the draft letter to search committee chairs at the next meeting. The Committee discussed the need to provide search committees with a listing of sites or services that in turn provided lists of diverse candidates.

STEWARDSHIP REVIEW LETTER TO COMMITTEE ON ACADEMIC PERSONNEL
Committee members will email Senate staff with any suggested edits, and this letter will also be on the next meeting agenda.

NEW BUSINESS
None.

The meeting adjourned at 3:00 p.m.

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