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

MINUTES
Meeting of December 6, 2001

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

ABSENT: E. Froelicher, H. Harris

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 November 1, 2001 were approved.

CHAIR’S REPORT/ANNOUNCEMENTS
None.

OLD BUSINESS

• Faculty Handbook: The Committee briefly reviewed assignments from the November meeting and confirmed a January 25 target date for drafts. In addition, Senate staff will work on a section regarding the various locations of UCSF faculty as well as assist on a section regarding UCSF highlights and unique benefits. Contacting the Supportive Work Environment office will be helpful for the latter section. Chair Hoener will work on a section that advises regarding teaching and may contact the Academy of Medical Educators for some assistance. Vice Chair Wara would also like to add a reference list to the handbook.

• Search Committee Proposal: The Committee’s aim in working with search committees is to help find best practices and sources of information that may augment the diversity of the applicant pools. The Committee discussed the draft letter to and questions for search committee chairs. R. Malone offered to write up an alternative draft template of interview questions that will be discussed at the January meeting. In addition, Senate staff will randomly assign search committees to Committee members.

STEWARDSHIP REVIEW LETTER TO COMMITTEE ON ACADEMIC PERSONNEL
The Committee decided not to send this letter.

NEW BUSINESS
None.

The meeting adjourned at 3:00 p.m.