COMMITTEE ON EQUAL OPPORTUNITY
Diane Wara, MD, Chair

MINUTES
Meeting of April 17, 2003

PRESENT: D. Wara, Chair, S. Rankin (Vice Chair), M. Croughan, H. Harris, F. Lu, O. Plesh, S. Youmans


The meeting of the Committee on Equal Opportunity was called to order by Chair Wara on April 17, 2003 at 3:10 p.m. in room S-30. A quorum was present.

Minutes
The Minutes of the March 20, 2003 meeting were unanimously approved.

Chair’s Report
Chair Wara reported that she is continuing to work on revisions to the “Advancement and Promotion at UCSF – A Faculty Handbook for Success” (Faculty Handbook).
Chair Wara discussed a brochure produced by the University of Toronto which presented information on that institution’s programs in support of diversity and faculty life. The Committee discussed the benefits of producing a similar brochure. The Committee considered using such a brochure as part of a tool kit for search committees, in conjunction with the “Important Points for Discussion Between Department Chairs and New Faculty Appointees” for new faculty, and/or as part of the UCSF Faculty Handbook for Advancement and Promotion. The Committee will review the existing UCSF brochure to see if it can be improved or modified to reflect programs at UCSF.

Update on Search Committee Interview Process
The Committee has been working to identify best practices for search committees to enhance diversity in their candidate pools. Committee members interviewed members of certain search committees to learn about current practices and potential issues. Most of these interviews have been completed. The Committee discussed the results of the interviews and identified some preliminary suggested best practices for search committees, including:

• Having the Dean of the School or the Department Chair provide a clear statement about the direction of the search, the qualities or qualifications of the candidate that is being sought, and the importance of diversity considerations
• Including women and minority faculty on search committees to heighten awareness of diversity issues during the search process
• Encouraging cross-department searches and sharing of the CVs of candidates between search committees where appropriate to help enlarge the pool of available women and minority candidates
• Developing significant mechanisms to honor Departments and/or Department Chairs for creating diversity in their units, such as awards, and widely publicizing successful diversification efforts
• Having each School identify databases of women and minority candidates and providing this information to search committees
• Encouraging search committees to follow the guideline promulgated by the UC Office of the President (UCOP) which indicated that state-funded positions should only be used to hire assistant professors. It was noted that UC Davis followed this practice, which resulted in a significant increase in the number of women and minority faculty
• Encouraging the hiring of women or minority faculty for positions of authority, such as Department Chair, to demonstrate that women and minority faculty succeed at UCSF
• Encouraging competitive compensation packages for new faculty hires, and providing mentoring programs to help convince women and minority faculty to come to UCSF
• Creating mechanisms to ensure the accountability of Department Chairs or Deans of Schools for increasing diversity in their units, such as including a criterion in Stewardship Reviews relating to increasing diversity
• Establishing a monitoring procedure within the Department or the School which would require search committees to explain why an available female or minority candidate was not selected and which would require search committees to reopen searches in situations where the explanation was deemed inadequate

The Committee agreed that the interview process should conclude within the next few weeks, that further results should be reviewed, and that a letter outlining recommendations for search committee best practices should be sent to the Chair of the Academic Senate and appropriate administrators.

Discussion of the Search Committee Ambassadorship Program
In June 2002, the Committee developed a Proposal to Establish Search Committee Ambassadors (“Ambassadorship Program”). The primary purpose of this program is “to help search committees attract diverse pools of outstanding faculty candidates”. In addition, the Ambassadors will be able to provide services to departments and search committees with limited resources, to help alleviate some of the search process burden. See Attachment 1. The proposed budget for the Program is currently before the Executive Budget Committee. Dorothy Bainton, Vice Chancellor of Academic Affairs, has now asked the Committee to reconsider whether the Ambassadorship Program could be accomplished without resources or with substantially less resources than were previously requested. The Committee agreed to reconsider the scope of the Ambassadorship Program Proposal.

Discussion of “Clock Stop” Policy Academic Personnel Manual (APM) 760)
At the March 2003 Committee meeting, O. Plesh reported that in March 2003, the University Committee on Affirmative Action and Diversity (UCAAD) had discussed the need to clarify the “Clock Stop” policy, which allows faculty at the assistant professor rank to request up to one year of relief from the 8-year tenure track requirement for advancement to associate professor rank, due to parental leave. At the UCAAD meeting, concerns were raised that faculty were not well-informed about the existence of this policy. A proposed revision is under consideration that would allow faculty who request parental leave to automatically receive relief from the tenure track requirement. The Committee agreed to review the proposed revision at a future meeting.

The meeting adjourned at 4:25 p.m.
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