COMMITTEE ON EQUAL OPPORTUNITY
Diane Wara, MD, Chair

MINUTES
Meeting of July 10, 2003

PRESENT: D. Wara, Chair, S. Rankin, Vice Chair, E. Froelicher, H. Harris, F. Lu, R. Malone, O. Plesh, R. Taylor, S. Youmans

ABSENT: S. Kahl, M. Croughan

The meeting of the Committee on Equal Opportunity was called to order by Chair Wara on July 10, 2003 at 10:35 p.m. in Room N-319Y. A quorum was present.

Minutes
The Minutes of the May 15, 2003 meeting were unanimously approved by e-mail, without change. The Minutes of the June 4, 2003 meeting and the July 10, 2003 meeting will be circulated for approval by e-mail.

Chair’s Report
• Work is continuing on the “Advancement and Promotion at UCSF – A Faculty Handbook for Success” (Faculty Handbook).
• Recommendations made by the Committee to the Committee on Academic Planning and Budget (APB) related to financial support of programs such as sexual harassment prevention and informal dispute resolution were well-received.

Continued Discussion of the Ambassadorship Program
In June 2001, the Committee developed a Proposal to Establish Search Committee Ambassadors (“Ambassadorship Program” or “Proposal”). The primary purpose of this program is “to help search committees attract diverse pools of outstanding faculty candidates”. (See Attachment 1) This year, Dorothy Bainton, Vice Chancellor of Academic Affairs, asked the Committee to reconsider the scope of the Ambassadorship Program in light of the current budget situation. The Committee submitted a budget proposal to the Chancellor’s Executive Budget Committee (EBC) which narrowed the scope of the Proposal. At its June 23, 2003 meeting, the EBC agreed to recommend support for the Ambassadorship Program to the Chancellor. The Committee reviewed the Proposal and agreed that the following items might be considered to be priorities for the first year of the Ambassadorship Program:
• Establish and align criteria for successful program outcomes.
• Develop and maintain a recruitment plan that can be used by all search committees to guide their searches. This plan would include all necessary/legally-required information and forms in a single package that can be delivered to each search committee.
• Develop and run a training program for Faculty Ambassadors.

• Build and maintain a database of publications, job listings, web sites, and other resources targeted to diverse populations, including databases specific to the needs of the schools and/or individual programs and the type of search.

• Revise the current UCSF brochure entitled “Your Responsibility as a Member of an Academic Search Committee” which is published by the Office of Affirmative Action, Equal Opportunity and Diversity. See Attachment 2.

The Committee agreed to remain integrally involved in overseeing the Ambassador Program and will consider proposing a change to its bylaws to include this duty.

**Faculty Development Awards**
In June 2003, the Committee recommended to the Vice Chancellor of Academic Affairs that five faculty members receive Faculty Development Awards. In light of the large number of applications received this year, the Committee also requested consideration of funding for four additional faculty members, if possible. Faculty Development Awards were awarded to each of the five faculty members whom the Committee recommended. However, the request to fund the additional four applicants could not be met due to budgetary considerations. The Committee again discussed the applications of the additional four candidates proposed for funding, and agreed to urge further funding for at least some of these applicants.

**Review of Draft Letter Relating to Search Committee Best Practices**
In Spring 2003, Committee members met with several search committee members to identify best practices for search committees to enhance diversity in candidate pools. From these conversations, the Committee identified a number of suggested best practices and recommendations. The Committee reviewed a draft communication Vice Chancellor Bainton setting out this information, and suggested several changes and additions. Chair Wara indicated that she will revise the communication and circulate it to the Committee by e-mail.

**Discussion of the Work of the Committee for 2003-2004**
The Committee discussed issues which it may review or continue working on in 2003-2004. In addition to the Ambassadorship Program, the Committee discussed revising the eligibility criteria for the Faculty Development Awards, such as considering whether to clarify the current criteria of “encountering unusual obstacles,” whether to establish a threshold requiring applicants to have been faculty members at UCSF for a stated period of time, and whether to clarify “release time” in the Terms and Conditions for Support section of the Call for Proposals. The Committee also discussed meeting with the Faculty Subcommittee of the Chancellor’s Advisory Committee on Diversity (http://chancellor.ucsf.edu), which has developed questionnaires to supplement existing Search Process reports. The purpose of the questionnaire is to enhance affirmative action recruitment and retention of faculty.

The meeting adjourned at 12:35 p.m.
## Meeting Attendance Record

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