MINUTES
Meeting of January 7, 2003

PRESENT: G. Armitage (Chair), B. Alldredge, N. Cohen, T. Daniels, D. Dillon, S. Glantz, J. Guglielmo, Z. Mirsky

ABSENT: M. Bogetz, M. Wallhagen (sabbatical)

The Task Force on Faculty Recruitment, Retention, and Promotion was called to order by Chair Armitage on January 7, 2003 at 8:00 a.m. in Room S-118.

Chair’s Report
None.

Update on Faculty Phone Surveys
The preliminary results of the first 16 phone surveys was transmitted to the Task Force and the Senate Office staff has completed 40 out of 108 (eight faculty members were selected to test the survey) phone surveys so far.

Continued Discussion of Results of Department/ORU Chairs Surveys
The results of 27 surveys from department/ORU chairs on hiring practices had been presented at the last meeting and a reminder was transmitted to the remaining department/ORU chairs to return their surveys. As of January 7, 41 out of 55 responses had been received and the results are attached. The Task Force agreed to request the 14 remaining chairs to submit their surveys.

The data results indicated lack of FTEs, funding and space were the main factors which contributed to department/ORU chairs appointing faculty to the Clinical or Adjunct series even if he/she qualified for the Ladder Rank, In-Residence or Clinical X series. The reasons for such appointments may vary from chair to chair and difficult to ascertain. The Task Force agreed that a discussion between the chair and a newly-appointed faculty member on the issues listed in “Important Points for Discussion between Department Chairs and New Faculty Appointees” must occur in order to communicate to the faculty member the reason for an appointment to a particular series although he/she may qualify for a different series due to department needs, funding limitations, lack of FTEs, or other factors affecting the department.

Discussion of “Important Points for Discussion between Department Chairs and New Faculty Appointees”
The Task Force revised the communication to CAP to express support of the points for discussion and to strongly encourage adding a requirement of a confirmation letter to a newly-appointed faculty member
which confirms discussion of the topics in the list. Such a letter would not specify details of the appointment but only confirm that a discussion occurred between a department representative and the faculty member.

Changes to the list were also suggested, which include:

- Change title to “Important Points for Discussion with New Faculty Appointees”
- Change the categories in the third item to *Total Negotiated Annual Salary* and *Covered Compensation*.
- Change the fourth item to *Sources of Compensation*
- Insert additional item - confirmation letter

The revised letter and list will be transmitted to the Committee on Academic Personnel after final approval from the Task Force.

The meeting adjourned at 9:30 a.m.

Senate Staff:
Judy Dang
476-1308
jdang@senate.ucsf.edu