MINUTES
Meeting of December 3, 2002

PRESENT: G. Armitage (Chair), B. Alldredge, T. Daniels, D. Dillon, S. Glantz, J. Guglielmo, M. Wallhagen

ABSENT: M. Bogetz, N. Cohen, Z. Mirsky

The Task Force on Faculty Recruitment, Retention, and Promotion was called to order by Chair Armitage on December 3, 2002 at 10:30 a.m. in Room C-309C.

Discussion of Results of Department/ORU Chairs Surveys
The results of the department chairs survey on hiring practices were presented. As of the meeting date 27 out of 55 responses had been received. Chair Armitage requested assistance from the associate deans of each school to remind their department chairs to return the surveys.

Update on Faculty Phone Surveys
The second survey which the committee is conducting relates to 1) hiring and promoting faculty within appropriate series, 2) promoting understanding of the expectations associated with various career paths, and 3) clarifying criteria for recruitment, appointment, and promotion.

A random sample of 100 assistant clinical and assistant adjunct faculty members was identified to participate in a telephone survey being conducted by Senate Office staff. A preliminary test of the phone survey was conducted with eight faculty members in order to test the questions and gauge the time necessary to conduct the survey. The Senate Office estimated that all 100 phone surveys would be complete by March 2003. The Task Force requested that, if possible, they be finalized by February 2003 in order to accomplish the work of the Task Force in a timely manner.

Following a review of the preliminary phone survey questions, the Task Force agreed to add the following two questions and additional categories to the faculty phone survey:

Questions:
• How would you rate your knowledge of the series structure at UCSF?
• Did you receive an employment letter during recruitment?

Categories:
• % in didactic and laboratory teaching (didactic teaching and laboratory teaching were previously separate categories)
• % in clinical teaching
• % in clinical service activities (new category)
• % mentoring students, residents, fellows, doctoral candidates and/or post-docs
Those faculty members who have responded to the previous version of the survey will be asked to review their percentage time spent and revise if necessary. The original survey and revised survey for faculty members are attached. The preliminary results of the first 16 surveys will be transmitted to the Task Force.

**Discussion of “Important Points for Discussion between Department Chairs and New Faculty Appointees”**

In 2001, the Committee on Academic Personnel (CAP) considered numerous recommendations contained in the Report of the Academic Senate Task Force on Clinician Scientists. Many concerns raised in this report related to the lack of clear and complete information provided to new faculty upon hire at UCSF. In response to this, CAP proposed an appointment checklist that would have required chairs to discuss particular issues with new academic appointees and to sign off on the checklist to indicate that discussion occurred. After feedback from Vice Chancellor Bainton and the associate deans, the Committee revised the inventory to address legal concerns raised and instead developed a document entitled: “Important Points for Discussion between Department Chairs and New Faculty Appointees.” In addition, the Committee forwarded this list to the Committee on Equal Opportunity for inclusion in the revised handbook, *Advancement and Promotion at UCSF: A Faculty Handbook for Success* and to Vice Chancellor Bainton for inclusion in the 2002 Annual Call for Academic Personnel Actions.

The Task Force agreed to transmit a communication to CAP to express support of the points for discussion document and to suggest the addition of an employment letter to the list and a requirement of such as letter as part of new faculty appointments. The Task Force suggested that this requirement be limited only to appointments for full-time paid faculty members.

The meeting adjourned at 12:00 p.m.

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