MEMORANDUM

TO: Francis Lu, MD  
Chair, Equal Opportunity Committee

FROM: Tamara Maimon  
Director

SUBJECT: Proposed Definition of Duties and Procedures for Equal Opportunity Committee (EQOP)  
Faculty Handbook Oversight Subcommittee

DATE: September 16, 2005

Please find included herein the points we discussed related to the procedures the Senate Office and EQOP will use to coordinate changes to the web-based version of the Faculty Handbook for Success – Advancement and Promotion at UCSF (Handbook) which is housed on the Senate’s website. EQOP and the Faculty Handbook Oversight Subcommittee (Subcommittee) members will ensure the accuracy of information contained in the Web Version of the Faculty Handbook and consider and recommend any additions or deletions.

1. EQOP Committee has appointed a Faculty Handbook Oversight Subcommittee consisting of three members who will review and assess all communications related to suggested or necessary changes to maintain the Handbook’s accuracy. The Subcommittee will have the authority to take action (as defined below) or make recommendations to EQOP related to recommended changes.

2. All communications received by the Senate Office related to changes to the Handbook will be forwarded to the EQOP Chair and to Subcommittee members through the Senate Analyst who provides staff support to EQOP.

3. The Subcommittee can act autonomously to approve changes to the Handbook when the changes are the result of mandated UC or UCSF policy changes (i.e. APM change in name of full time paid Clinical Faculty to Health Science Clinical Faculty); to correct errors of fact which can be verified and for which adequate proof has been provided; to correct typographical, spelling or grammatical errors; or to update URL links or other changes which serve to keep the document current.

4. Changes that will result in “substantial” modifications to the Handbook – e.g. altering the content/meaning or dissemination of information or eliminating or adding entirely new sections,
will require approval from EQOP members – this approval can be obtained by email, as appropriate.

5. The Senate Analyst assigned to support EQOP will assist the Committee and Subcommittee as needed and will coordinate with the Senate Office Director to identify resources needed to address proposed changes and to finalize changes to the Handbook. The Senate Analyst will report to EQOP on the status of all changes/updates in a timely fashion either by email or at Committee meetings.

6. The Subcommittee will undertake a thorough assessment of the Handbook in December of each year by soliciting input from EQOP Committee members, the Chair of the Academic Senate, the Chair of Committee on Academic Personnel (CAP), the Office of the Executive Vice Chancellor, Associate Vice Chancellor for Academic Affairs, UCSF Director of Academic Personnel, Academic Affairs Deans from each School and any other sources deemed appropriate in order to evaluate the content of the Handbook for continued accuracy and usefulness.