Chancellors Fund Allocation – Faculty Development Fund

Infrastructure and Enhancement Cluster

February 24, 2015

TO: Farid Chehab, Chair of the San Francisco Division of the Academic Senate

FROM: Sharmila Majumdar, Chair of the Academic Planning and Budget Committee; Hope Rugo, Chair of the Clinical Affairs Committee; Maria Orellana, Chair of the School of Dentistry Faculty Council; Marcelle Cedars, Chair of the School of Medicine Faculty Council; Catherine Waters, Chair of the School of Nursing Faculty Council; Tom Ferrin, Chair of the School of Pharmacy Faculty Council

RE: New Faculty Development Program

Dear Chair Chehab:

The committees and councils that make up the Infrastructure and Enhancement cluster have developed a plan for their $91,604 allocation of the 2014-2015 Chancellor Fund. After deliberation, all groups have agreed to use their funds for the creation of a new Faculty Development Program. With limited campus and school funding for faculty development activities, the members of the cluster feel an allocation of resources to address this need will undoubtedly help to improve faculty life and our overall performance as clinicians, researchers and educators.

Designed to align with the guiding principles outlined in the Chancellors Fund Business Plan, the intention of the program is to benefit all faculty at UCSF. The development fund would be broad in scope, allowing faculty members from all series and ranks to apply for any type of development activity. Eligible proposals will be managed by the Academic Senate Office and selected by members of the Faculty Councils.

Most important to our cluster, the program will include an evaluation component. The evaluation will be used to gather feedback on the usefulness of particular activities and to determine the efficacy of the program. If successful, the results will also help to inform the UCSF Academic Senate next year when we determine how to allocate the Chancellors Fund. Attached you will find a draft summary of the program.

If you have any questions or comments regarding the program, please contact Academic Planning and Budget Chair Sharmila Majumdar or Senate Analyst Artemio Cardenas.

Sincerely,

Sharmila Majumdar, PhD
Chair of the Academic Planning and Budget

Hope Rugo, MD
Chair of the Clinical Affairs Committee

Maria Orellana, DDS, PhD
Chair of the School of Dentistry Faculty Council

Marcelle Cedars, MD
Chair of the School of Medicine Faculty Council

Catherine Waters, RN, PhD
Chair of the School of Nursing Faculty Council

Tom Ferrin, PhD
Chair of the School of Pharmacy Faculty Council
Purpose
The funds are intended to give all faculty members an opportunity to participate in a broad range of professional development activities. These include, but are not limited to, formal training courses to improve teaching or to develop new professional skills leadership development programs; and external professional development consultations. The main goal of this funding mechanism is to help faculty members advance their career.

Allocation
The total $91,604 will be divided equally between the four schools, a total of $22,901 to each school.

Awards and Eligibility
Typical awards will range from $2000 to $5000 and the number of the awards will be decided by each Faculty Council. Faculty members of all series and ranks will be eligible. Interested faculty must have appointments of 50% or greater. Evaluating Faculty Council and Committee Chairs applying for the grants are eligible, but must recuse themselves from the evaluation of their proposal.

Proposal Submission and Evaluation Process
Faculty members will apply by using an application form on the Academic Senate Office website. The application form will require the applicant to indicate the activity to be funded, an approximate dollar cost, and provide an explanation of how the activity will enhance the faculty member’s knowledge and skills. All applications will be reviewed and scored by a committee consisting of the Chairs of the Faculty Councils, Academic Planning and Budget and Clinical Affairs. Scores will be based on how well the activity meets purpose of the funding. The review committee will begin reviewing applications two weeks after the submission. While proposals will not have a deadline for submission, the application form will note that all funds must be allocated before the end of June 2015.

Timeline
- March 2015
  - All UCSF faculty will be notified of the Chancellors Fund
- April 2015
  - Faculty will be made aware of the Faculty Development Fund and an open call will go out soliciting proposals
- May and June 2015
  - Faculty Councils will evaluate proposals and determine all awardees

Fund Reporting
All awardees of the funds will be required to provide a summary of their experience and notes on the usefulness of the conference, course, or activity they participated in using the funds within a month of completion. After the development activity is complete, each awardee will be asked to provide a short report for their Faculty Council reviewing the experience.

Additional Funding Opportunities
There are various programs across the campus that provide funding for faculty development activities. While these programs are limited and offer small awards, there are opportunities to leverage existing opportunities to benefit eligible faculty. Identified programs include:

• Academic Senate Travel Grants
  o Eligible Faculty – New and Junior Faculty with 5 years or less of appointment at UCSF
  o Award Amount – up to $500 for airfare only
• School of Dentistry Faculty Development
  o Eligible Faculty – SOD Faculty
  o Award Amount – Limited to no more than $2000