AGENDA

1. Approval of the Minutes of the October 13, 2014 Meeting (Attachment 1)

2. Chair’s Report -- J. Tsoh

   • Coordinating Committee
   • $500K Chancellor’s Allocation (Attachment 2)
   • Remuneration Study (Attachment 3)

3. Report from the University Committee on Affirmative Action and Diversity (UCAAD) – A. Lyndon

4. Salary Equity Survey Update -- G. Fung

5. Update from the Council on Campus Climate, Culture and Inclusion (4CI) Meeting -- S. Patel

6. Bylaw Review

   • Ratification of Bylaw Changes Regarding the Faculty Handbook (Attachment 4)
   • Review of Bylaw Changes Regarding Membership (Attachment 5)

7. Report from the UCSF Committee on LGBT Issues – M. Israni

8. Priority Items for 2014-15

   • Review of Relevant Sections of the Faculty Handbook
   • Faculty Recruitment Document
   • Consideration of Expanding the Definition of Underrepresented Minorities (URMs) to include Veterans, Persons with Disabilities, and Members of the LGBT Community.
   • Follow-up on Salary Equity Study
   • Other Input

9. Old Business

10. New Business
Committee on Equal Opportunity  
Janice Tsoh, PhD, Chair  

MINUTES  
Monday, October 13, 2014  

PRESENT:  Janice Tsoh (Chair), Audrey Lyndon (Vice Chair), Paula Braveman, Linda Centore, Gordon Fung, Ryan Hernandez, Eliseo Perez-Stable, Anil Sapru, Enrique Terrazas  

PERMANENT GUEST:  Renee Navarro, Vice Chancellor, Diversity and Outreach (absent)  

The Committee on Equal Opportunity was called to order by Chair Tsoh on October 13, 2014 at 10:05 a.m. in room CL 215. A quorum was present.  

Chair’s Report  
Chair Tsoh made these announcements:  

Leadership Retreat:  
• Chancellor’s Address  
• UCSF Financial Plan Report from Teresa Constantinis, Associate Vice Chancellor, Budget and Resource Management  

Coordinating Committee:  
• Retention issues/exit survey  
• $500K allocation  
  o S. Patel encouraged group to send a formal communication regarding suggested methodology.  
• Space Planning at Mission Bay. Some members wanted to take this issue on as a committee agenda item. Others thought this was tangential to the charge of the committee. Analyst Patel suggested filtering EQOP concerns to Faculty Welfare and Coordinating Committee via Chair Tsoh and Vice Chair Lyndon.  
• IT Security Issues.  

Full minutes of the Coordinating Committee can be found here.  

Meeting with Renee Navarro  
• Chair Tsoh opened up a discussion regarding how to work best with the Office of Diversity and Outreach’s (ODO) office. Her primary concern was how to best utilize shared resources. Vice Chancellor Navarro shared the ODO’s Promising Practices document. EQOP will work to align all of the various resources with the goal of having a single place to access all of the documents.  
• Cristina Perez, Director of Affirmative Action need not attend EQOP as she is under the umbrella of the ODO and any data EQOP requires can be directly requested from Renee.  

Upcoming Events:  
• Google hangout with Janet Napolitano is on Wednesday, October 14, 2014  
• The Health Disparities Forum is on Friday, October 17th.
Bylaws

- Revise EQOP Bylaws to remove the requirement that a member of the Committee on Academic Freedom (CAF) and the Committee on Privilege and Tenure (P&T) act as ex-officio members.
- Remove Faculty Development Awards
- Response to the Committee on Academic Personnel’s (CAP) revision of the bylaws:
  - Suggest to make ‘regularly’ more specific i.e., every year, every five years.
  - Suggest implementing a formal procedure/set of guidelines.
  - Clarify whether or not EQOP will still be able to propose changes. Analyst Patel suggested that the communication from EQOP recommend that CAP take the lead and consult with relevant Senate committees. For EQOP in particular, this committee should be directly consulted in matters related to diversity.

CAP’s revisions were unanimously approved by the committee.

University Committee on Affirmative Action and Diversity (UCAAD)

No report. Members were provided the UCAAD Annual Report. The first UCAAD meeting of this academic year is scheduled for October 16, 2014.

Salary Equity Survey -- G. Fung

The group is currently focused on methodology. Of particular focus is what pool should be studied. Currently, the group is using the guidelines from the Association of American Medical Colleges (AAMC) to determine the Underrepresented Minority (URM) population. Meetings have been increased to a weekly basis and a report is due in January.

Faculty Handbook for Success

See discussion above regarding responsibilities for reviewing and revising the Faculty Handbook for Success.

Priority Items for the Year

- Bylaw update
- Follow-up on Salary Equity
- Review of relevant sections of the Faculty Handbook
- Faculty Recruitment. At the December meeting, with Vice Chancellor Navarro in attendance, the group will assess the Promises document side-by-side with the Strategies document to streamline the process and eliminate redundancies.
- G. Fung: Should the term URM be expanded to include veterans, persons with disabilities and members of the LGBT community? Should this be part of our charge or are we going to limit ourselves to ethnic groups?

Old Business

None.

New Business

None.

There being no further business, Chair Tsoh adjourned the meeting at 12:05 a.m.
Version: 2014-11-03
Suggestions From EQOP Members re: $500K Chancellor’s fund to faculty, organized by principles, topics and potential mechanisms:

Key Principles:
1. Allocate the funds in a generalized way for a mechanism that any faculty could use.
2. Utilize an approach that explicitly prioritizes faculty development that would make UCSF more diverse, whatever the nature of the program
3. Aims at worthy faculty development projects that simultaneously advance UCSF

Potential Topics/Projects and Mechanisms:
1. Travel funds for all faculty:
   a. A travel allocation of $500 per faculty member to present research, participate in a society meeting or educational conference.
   b. Allocate $1000 and make it an application process that will first come first serve. Additional rules may apply, for example, each faculty could be eligible for such funds once in every 3 years etc.
2. Faculty appreciation fund: Send EACH faculty member (paid at 50% or more) a gift certificate of $100 (or any amount) on ‘faculty appreciation day.’ Faculty can have options to donate the gift to some places/or to some pre-selected list of worthwhile faculty development projects proposed.
3. Allocate funds for academic enhance/advancing skills favoring assistant professors, and/or underrepresented (URM) faculty: Request that RAP grants funded through the URM committee be matched or boosted to a higher level (currently $30,000 to $50,000) for example.
4. Faculty development projects: Divide the amount equally** between all five series and have individual faculty from each of the series submit proposals for research projects open to all levels (junior and senior faculty) that are: a) cutting edge in their field; b) involve upgrading the particular faculty member's skill level in a particular area and involves training; and c) is consistent with one aspect of the university's mission in any of the following areas: clinical, research, or service. A panel of senior faculty from all five series will develop a rubric to assess and rate the research proposals with the following areas of focus: impact on professional development and mentoring the next generation of faculty, creativity and innovation, sustainability and support from home department, and impact of project in leading UCSF forward in one particular area. **an alternate way is to divide the amount proportionately to the number of ‘eligible’ faculty (e.g., 50%+ paid) in each series
5. Support for faculty to pay for mandatory fees associated with taking on graduate students/interns: to help cover the $5k annual fee (or tax) that is imposed for graduate students beyond their usual tuition. These fees cannot be paid for by federal funds. These are currently being picked up by some departments, but will soon be or have already been pushed onto the faculty. The funds can be used to encourage faculty to take on graduate students by providing extra funds to support their research.
Dear Chair Lee,

The Committee on Equal Opportunity unanimously approved CAP’s proposed bylaw revision that primary oversight of the UCSF Faculty Handbook be transferred from EQOP to CAP with EQOP retaining an advisory role in reviewing proposed revisions for any necessary language pertaining to diversity or equal opportunity.

The Committee had only one comment regarding the revisions in that the term ‘regularly’ can be more specific, i.e., every year, every five years.

I respectfully submit this proposal on behalf of the Committee on Equal Opportunity.

Sincerely,

Janice Tsoh, PhD
Chair, Committee on Equal Opportunity
Dear Chair Lee,

The Committee on Equal Opportunity proposes the following bylaw changes:

122. Committee on Equal Opportunity

A. Membership: This Committee shall consist of at least ten members.
   1. The membership shall include at least one representative from each of the Schools and the Graduate Division. [Am 5 June 91, 1 Sep 03]
   2. A member of the Committee on Privilege and Tenure and a member of the Committee on Academic Freedom shall serve as ex officio members. [Am 1 Sep 03]
   3. The Director of the Office of Affirmative Action/Equal Opportunity/Diversity or his/her designee shall serve as a non-voting ex officio member. [Am 1 Sep 03]
   4. The Vice Chancellor of Diversity and Outreach shall serve as a non-voting ex-officio member.
   5. The membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
   6. All members shall be voting members except when proscribed by Academic Senate bylaws and regulations. [Am 1 Sep 03]
   7. A quorum shall consist of five voting members. [Am 1 Sep 03]

B. Duties:
   1. To review the status of underrepresented groups in those areas in which the Senate has jurisdiction. [Am 1 Sep 03]
   2. To report annually on the policies and the progress of the Division toward achieving equal opportunity for underrepresented groups. [En 12 May 77] [Am 1 Sep 03]
   3. To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor’s office. [Am 1 Sep 03]
   4. To review regularly and revise as necessary the Faculty Handbook for Advancement and Promotion at UCSF. The Committee should consult with other Divisional committees, campus committees, and administrative bodies regarding this handbook as appropriate. [Am 1 Sep 03]

Comment [PS1]: This practice has been discontinued for many years as members from CAF and P&T are mostly unable to attend two committee meetings a month and it imposes an unfair burden. EQOP should remain available to consult in any grievance processes emanating from CAF or P&T.

Comment [PS2]: VC Navarro has indicated that she will provide reports from the Director of AAEOD.

Comment [PS3]: Clarification of the term “underrepresented”? Inclusion of veterans, persons with disabilities, and members of the LGBT community?

Comment [PS4]: Funding for this award no longer exists.
Justification

SB 122(A)(2): A member of the Committee on Privilege and Tenure and a member of the Committee on Academic Freedom Shall serve as ex-officio members [Am 1 Sep 03]

Lapse in attendance of ex-officio members from the Committee on Privilege and Tenure (P&T) and the Committee on Academic Freedom (CAF) has led the Committee on Committees (COC) to de-facto no longer appoint these members to EQOP.

Initially, the bylaw was enacted to ensure communication between the three committees, especially if a grievance (P&T) or academic freedom complaint (CAF) had a component that would involve issues related to diversity and underrepresented faculty. Having a member from P&T and CAF serve as ex-officio’s on EQOP requires the ex-officio members to attend two Senate meetings a month. Given faculty member’s considerable time restraints, the ex-officio members have historically and understandably honored their primary appointment.

EQOP suggests removing this bylaw and instead implement a process where EQOP will stand by in a consultant capacity for any faculty issues related to diversity and underrepresented faculty.

SB 122(A)(3): The Director of the Office of Affirmative Action/Equal Opportunity/Diversity or his/her designee shall serve as a non-voting ex-officio member. [Am 1 Sep 03]

SB 122(A)(3) was enacted before the creation of an Office of Diversity and Outreach (ODO) at UCSF. Upon creation of that office, EQOP enacted a bylaw change in 2013 to include the Vice Chancellor of Diversity and Outreach (currently, J. Renee Navarro, MD, PharmD) as an ex-officio member. The Office of Affirmative Action/Equal Opportunity is now under the umbrella of the ODO; therefore, the Vice Chancellor will now report on behalf of the Office of Affirmative Action/Equal Opportunity/Diversity. By eliminating this bylaw, EQOP can prevent participation from two members of the same entity and eliminate duplicative work.

SB 122(B)(3): To serve as the review Committee for the Faculty Development (formerly Pre-Tenure) Awards, originating out of the Chancellor’s office. [Am 1 Sep 03]

Funds for the Faculty Development Awards are no longer available, thereby rendering this function of EQOP moot.

I respectfully submit this proposal on behalf of the Committee on Equal Opportunity.

Sincerely,

Janice Tsoh, PhD
Chair, Committee on Equal Opportunity

Comment [PS5]: Suggested bylaw changes for P&T and CAF: “P&T and CAF will consult with EQOP in the event that a faculty matter relates to issues related to diversity and underrepresented faculty.”

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