AGENDA

1. Approval of the Minutes of the November 10, 2014 Meeting (Attachment 1)
2. Chair’s Report -- J. Tsoh
3. Report from the Coordinating Committee – A. Lyndon
4. Report from the University Committee on Affirmative Action and Diversity
5. Report from the Vice Chancellor of Diversity and Outreach -- R. Navarro
6. Analyst Update -- S. Patel
   - Update on Bylaw Revisions
     o Ratification of Bylaw Changes Regarding the Faculty Handbook (Attachment 2)
     o Review of Bylaw Changes Regarding Membership (Attachment 3)
   - Draft Communication Regarding Request to Reinstate the Faculty Development Awards (Attachments 4 & 5)
7. Priority Items for 2014-15
   - Setting timelines for subgroups identified at the November meeting
     o M. Israni and P. Braveman -- expanding definition of ‘groups’
     o L. Centore -- Faculty Handbook
     o J. Tsoh – Toolkit
   - Student Group Involvement
   - Increasing visibility of the work of EQOP
   - Brian Alldredge to address the vision and assessment of diversity initiatives from the VPAA’s perspective.
8. Old Business
9. New Business
Committee on Equal Opportunity
Janice Tsoh, PhD, Chair

MINUTES
Monday, November 10, 2014

PRESENT: Janice Tsoh (Chair), Audrey Lyndon (Vice Chair), Manisha Israni, Linda Centore, Paula Braverman, Kim Dau, Marguerita Lightfoot, Eliseo Perez-Stable

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

The Committee on Equal Opportunity was called to order by Chair Tsoh on November 10, 2014 at 10:07 a.m. in room U 506. A quorum was present.

Minutes of the October 13, 2014 Meeting
The minutes of the October 13, 2014 meeting were approved.

Chair’s Report
Coordinating Committee – Vice Chair Lyndon

- **Office of Research & Graduate Studies** – Former VP, Research Steven Beckwith has stepped down to return to research. However there are UCOP plans to reorganize the Office of Academic Affairs (OAA) and its units, including the Office of Research and Graduate Studies (ORGS). Recent discussion has included adding an Innovation & Entrepreneurship position that would independent from ORGS. Systemwide Academic Council strongly supports ORGS remaining in the OAA. A letter is being drafted from the Council to UC President Napolitano expressing this.

- **Global Health Sciences PhD Program** -- Global Health Sciences is a freestanding program with reporting line up to the Chancellor’s Office. It is housed in the Graduate Division for academic oversight purposes. This PhD program will be one of four in the country, and addresses the surging interest in Global Health. The program is designed for those who already have an MPH or working in Public Health, or with experience working with underprivileged populations and in research settings. It’s anticipated that applicants will come from across the country. It has been approved by Graduate Council and by the Basic Science Program Group. It will be out for Divisional Vote by the end of the year.

- **Privacy Issues at Mission Hall** – Deborah Yano-Fong, Privacy Officer, is developing guidelines and FAQs for Mission Hall. These are in ongoing development as more faculty more into the building. Current and developing guidelines are subject to change as the climate changes. This is anticipated being an issue Coordinating Committee will address in the future.

- **Chancellor’s $500K Allocation** -- Chair Chehab continued discussion of this fund and focus of its disbursement. Committee on Academic Planning & Budget requested to be involved in the reviewing and disbursing of funds. Back in 2000 they were regularly involved in handling upwards of $12M of Chancellor’s Discretionary Funds annually.
Discussion culminated in the idea of Open Proposal Forum, but funding decisions made by lottery. A minimum and maximum amount could be determined for this (between $1,000 - $2,500). This would allow faculty to determine for themselves what to spend the funds on.

Overall, focus of funds could be “Academic Enrichment” and then left up to the faculty to determine what they choose to use the amount for.

Coordinating Committee members support the intention of the funds being spread around as much as is feasible, between all series and ranks of faculty and between Senate and nonSenate faculty.

Ideas proposed by various committees included:

1. Expansion of bridge funding for all schools
2. Create new targeted RAP grant for faculty between K and RO1 grants
3. Covering the funding gap caused by NIH salary cap on grants (smaller population of UCSF faculty affected by this)
4. Expansion of campus life services – elder and childcare if attending a conference
5. Faculty enrichment & professional development (executive coaching or PR consultation, workshops for research/career development)
6. Tuition waivers for faculty with kids attending college
7. Improved transportation
8. Library services: increased online access to books, faculty corral upgrade, software workshops, adding to Open Access fund
9. Expansion of travel funds (currently Senate has $20K annually to spend on travel awards)
10. Use to cover faculty portion of the Chancellor’s Challenge Sustainability Awards (awards open to faculty, staff, and students)

Chair Tsoh commented that EQOP needs to continue to advocate for diversity issues. Analyst Patel suggested proposing a request for funds to re-instate the Faculty Development Awards (FDA). L. Centore agreed and recommended drafting a strong proposal to reinstate the Faculty Development Awards. Analyst Patel will look for the FDA guidelines for discussion at the December meeting.

- **Remuneration Study**: It was originally intended to encompass all faculty, however metrics were reduced to focus on specifically ladder rank when comparing it to market and the “Comparable 8” (Comp8) campuses. These campuses were also used in the 2008 Remuneration Study. The survey results only apply to fifteen percent of faculty at UCSF, and only those with FTEs. It is also only reviewing the X factor in salaries, not the X’, nor the Y. Health Sciences faculty were not included in the study.

Full minutes of the Coordinating Committee can be found here.

**Report from the University Committee on Affirmative Action and Diversity (UCAAD) -- J. Tsoh**

Chair Tsoh reported that UCAAD discussed the following items:

- Remuneration Study
- Climate Survey and discussion of what the action items should be.
• UC Davis has been on the forefront of the pay equity study. They will now include clinical and adjunct faculty and will also be evaluating the X, Y and Z components.
• “Double-dipping” is still an issue when evaluating the diversity component of APM 210. EQOP suggested working with the VPAA and CAP. VPAA Alldredge will be invited to the January meeting in preparation for the CAP retreat.
• The University will be using theater to address unconscious bias and micro-aggression. UCSD was the pilot campus. UCSF will likely be introduced to this program in 2015. Currently this module is being offered only to deans and chairs.
• UCAAD has been discussing removing ‘Affirmative Action’ from the Committee name and instead replacing it with ‘equity’. Some members of EQOP felt that removing ‘Affirmative Action’ takes away changes the charge and takes away the activist component.

Update from the Council on Campus Climate, Culture and Inclusion (4CI) Meeting – S. Patel
The bulk of the meeting was spent on a presentation from the Campus Ombuds, Randy Daron. He discussed the services his office provides and the types of cases his office fields. More information on the Office of the Ombuds can be found here.

Report from the UCSF Committee on LGBT Issues – M. Israni
M. Israni gave this report regarding her first meeting with the group:
• There is discussion regarding including the opportunity for an applicant to any of the UC’s to disclose sexual orientation and gender identity.
• The President of the University has convened a Task Force on LGBT issues. Marcus Ferrione from UCSF has been appointed.
• The Committee is trying to increase visibility and is attempting to work more closely with the LGBT Resource to increase clarity regarding charge and resources.
• The group is working on refining/expanding the definition of ‘underrepresented minority’.

M. Israni has agreed to be a guest on this committee. Going forward, EQOP will invite representatives from the various Chancellor’s Councils to report on their work in order to increase collaboration and eliminate duplicative work.

Bylaw Review
Ratification of Bylaw Changes Regarding the Faculty Handbook
EQOP reviewed CAP’s suggested bylaw change making CAP primarily responsible for routine review of the Faculty Handbook. The Committee stressed that EQOP should still have purview over issues related to diversity as well as the opportunity the proffer input when deemed necessary.

EQOP approved these amendments unanimously.

Review of Bylaw Changes
EQOP agreed to these changes:
• Removal of the Director of the Office of Affirmative Action and Diversity as an ex-officio as this role has been subsumed by the Vice Chancellor of Diversity and Outreach.
• The definition of ‘groups needs to be defined and/or expanded to include people with disabilities, those who are socio-economically challenged (this should be race-neutral, and members of the LGBT community. The committee agreed to continue this discussion. Chair Tsoh suggested appointing a Task Force to investigate further.

Priority Items for the Year
Chair Tsoh solicited volunteers to spearhead EQOP action items. Below are the current volunteers:
• Expansion of the Definition of ‘Groups’: M. Israni and P. Braveman
• Review of Faculty Handbook for the Diversity Component: L. Centore
• Strategies and Resources to Develop a Diverse Applicant Pool (Toolkit): J. Tsoh
• Bylaw Update: S. Patel
• Follow-up on Salary Equity (likely after the report is out in January)
Old Business
None.

New Business
None.

There being no further business, Chair Tsoh adjourned the meeting at 12:05 a.m.
December 8, 2014

Jae Woo Lee, Chair
Committee on Rules & Jurisdiction
UCSF Academic Senate Office
500 Parnassus Avenue, MUE 231
San Francisco, CA  94143

Re: Proposed Bylaw Changes to Committee on Academic Personnel

Dear Chair Lee:

The Committee on Equal Opportunity (EQOP) reviewed the communication from the Committee on Academic Personnel (CAP) regarding bylaw changes pertaining to review of the Faculty Handbook for Success. These changes were initiated at the joint request of the and Vice Provost of Academic Affairs (VPAA), Brian Aldredge. (Attachment 1)

During the 2013-2014 academic year, VPAA Alldredge and Chair Gordon Fung of EQOP requested at the Annual CAP Retreat that the Committee on Academic Personnel take ownership of revisions to the UCSF Faculty Handbook.

EQOP agrees to these changes and requests that CAP develop procedures and a schedule for review.

Sincerely,

Janice Tsoh, PhD, Chair
Committee on Equal Opportunity
UCSF Academic Senate
November xx, 2014

Jae Woo Lee, Chair
Committee on Rules & Jurisdiction  DRAFT
UCSF Academic Senate Office
500 Parnassus Avenue, MUE 231
San Francisco, CA  94143

Re: Proposed Bylaw Changes to Committee on Academic Personnel

Dear Chair Lee:

The Committee on Academic Personnel (CAP) for the San Francisco Division of the University of California Academic Senate has initiated bylaw changes at the joint request of the Committee on Equal Opportunity (EQOP) and Vice Provost (VP) Brian Aldredge, Office of Academic Affairs.

During the 2013-2014 academic year, both VP Aldredge and then Chair Gordon Fung of EQOP requested at the Annual CAP Retreat that the Committee on Academic Personnel take on ownership of revisions to the UCSF Faculty Handbook.

CAP Chair Yee and other members agreed to handle that moving forward.

Members of the EQOP Committee would retain an advisory role in reviewing proposed revisions for any necessary language pertaining to diversity or equal opportunity.

The attached proposed changes to the Committee on Academic Personnel bylaws add in language addressing this new responsibility. They also remove the language regarding that responsibility from the Committee on Equal Opportunity. Further editorial changes are made to the EQOP bylaws to clarify their new role in Faculty Handbook revisions.

Both Committees look forward to a swift approval of these proposed revisions. Do contact us with any questions.

Sincerely,

Judy Yee, MD, FACR, Chair
Committee on Academic Personnel
UCSF Academic Senate

Janice Tsoh, PhD, Chair
Committee on Equal Opportunity
UCSF Academic Senate
Committee on Academic Personnel

A. Membership:
   a. This committee consists of at least seven and no more than nine members of Professor rank in Tenure Track, Clinical–X and In-Residence series, serving staggered terms of three years. It shall contain members from each School and should be representative of the broad missions of UCSF, including members who are involved in the Basic, Clinical, and Social/Behavioral Sciences. [Am 1 Sep 03, 18 Nov 04, 16 Oct 13, 01 Jan 14]
   b. This committee consists of up to two non-voting appointed members of the Professor rank in the Health Sciences Clinical or Adjunct Series who will serve for a term of three years each. [01 Jan 14]

B. Duties:
   0. To make recommendations to the President and/or the Chancellor concerning appointments, advancements, reviews, policy and related matters. This committee represents the Division in all such matters. The committee works in partnership with the Academic Affairs Office and provides weekly reports to the Vice Provost, Academic Affairs, on matters related to faculty file actions. [Am March 01, Am 01 Jan 14]

   1. 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 Nov 14]

   1.2. Annual Awards
      a. Distinction in Teaching Award: To receive nominations annually for recipients of awards of distinguished teaching from departmental chairs or from individual members of the faculty and from currently enrolled students. Nominations must be made to the committee on or before March first each year. It shall set up methods for inviting nominations.
      b. Distinction in Mentoring Award: A committee member will chair the Distinction in Mentoring Award selection committee with one member from each School at the Associate rank and one member from each School at the full Professor rank as appointed by the Committee on Committees. [01 Jan 14]
      c. To convey to the Division annually its recommendations and establish procedures for publicity of the awards. [Am 4 May 72, 16 May 78]

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 membership shall include at least one appointee from the Clinical and one from the Adjunct series. [Am 1 Sep 03]
   5. All members shall be voting members except when proscribed by Academic Senate bylaws and regulations. [Am 1 Sep 03]
   6. 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 advise on review proposed regularly and revision by the Academic Senate’s Committee on Academic Personnel to the Faculty Handbook for Advancement and Promotion at UCSF, for inclusion of any necessary and current language pertaining to diversity or equal opportunity by the Academic Senate’s Committee on Academic Personnel to 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, Am 1 Nov 14]
Committee on Equal Opportunity
Janice Tsoh, PhD, Chair

DRAFT

December 8, 2014

Jae Woo Lee, MD, Chair
Committee on Rules and Jurisdiction

Re: Proposed Modification to the Bylaws of the Committee on Equal Opportunity (EQOP)

Dear Chair Lee,

The Committee on Equal Opportunity proposes the following bylaw changes:

122. Committee on Equal Opportunity

A. Membership:
   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 standby 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
CALL FOR PROPOSALS

2010–11 FACULTY DEVELOPMENT AWARDS
APPLICATION DEADLINE: FEBRUARY 24, 2010 – 5:00 p.m.
(http://academicaffairs.ucsf.edu)

Faculty Development Awards are intended to provide support for talented junior faculty who encounter professional or personal impediments to advancement or unusual obstacles to developing the substantial records in research and creative work necessary for advancement. Applicants will need to clearly articulate the obstacles encountered and define the creative activity or body of scholarly work to be supported. Examples of unusual obstacles might include personal family losses or illnesses, unexpected loss of research mentorship, or unexpected loss of colleagues resulting in increased teaching and clinical responsibilities. Examples of creative activity or scholarly work may be an existing body of work that might be enhanced with additional support or the development of a new area of study that seems promising.

Eligibility
To be eligible for a Faculty Development Award, applicants must:
• Be an Assistant Professor in any faculty series (Ladder Rank, In Residence, Clinical __, Health Sciences Clinical, and Adjunct) and
• Hold a salaried academic appointment at greater than 50% effort and
• Have encountered unusual obstacles in developing research work necessary for advancement.

Applicants must be regarded as highly promising and deserving of this opportunity to enhance their research and creative record.

Candidates who have previously received this award are not eligible to apply again. However, previous applicants who have not received this award may apply again in a subsequent year.

Please note: Lack of funding alone is not considered an “unusual obstacle” for purposes of this award. If the primary obstacle to research is lack of research funding, the application will not be considered to meet eligibility criteria for an award, unless that lack is clearly and specifically linked to other obstacles not encountered by all or most faculty members.

Terms and Conditions of Support
Funds may be used in a number of ways to support scholarly and research activity including the following:
• Release time
• Purchase of research equipment and supplies
• Salary support for research assistants
• Research-related travel allowances and/or
• Support for attendance at and participation in professional meetings.

Funds must be spent or lienied prior to June 30, 2011. These funds may not be carried forward and revert to control of the Executive Vice Chancellor and Provost if not utilized within the specified period. If used to support academic or staff salary expense, benefit expenses must be added as a separate line item in the budget. This funding source does not automatically include
funding for benefit expenses. Funds may not be used to increase an awardee’s salary rate. Indirect costs should not be included in the budget proposal. Applicants should be aware that because funding is limited and the need for support widespread, the maximum award amount will be $25,000.

A condition of receiving this award is that a written evaluation of the progress achieved through the awarding of these funds, including details of the actual expenditures, must be submitted electronically to the VPAA Office by September 1, 2012, using the approved Progress Report form. Written assurance that the funds will be spent or lienened prior to June 30, 2012 must be provided.

Overview of the Application/Review Process
Applicants are responsible for submitting a complete electronic application packet (items 1-6 below) to the Office of the Vice Provost, Academic Affairs (VPAA Office) by the stated deadline. (See Instructions for Applicants: Application Packet Assembly.)

The VPAA Office will request letters of support from each applicant’s Department Chair and the Vice/Associate Dean, Academic Affairs for the applicant’s School. The Academic Senate Committee on Equal Opportunity (EQOP) will review the applications and send its recommendations to the Office of the Vice Provost, Academic Affairs (VPAA) for final action. It is anticipated that the awardees will be notified by early July 2010. Funds will be available for use during fiscal year 2010-2011.

Application Deadlines
- **February 24, 2010 5:00 pm** Electronic files of application packets (items 1-6) due to the VPAA Office
- **March 10, 2010 5:00 pm** Electronic files of signed Department Chairs’ letters of support (item 7) due to the VPAA Office
- **March 29, 2010 12:00 noon** Electronic files of signed Associate/Vice Deans’ letters of support (item 8) due to the VPAA Office

Application Packet
A complete application packet consists of Items 1-6 below and a letter of support from the applicant’s Department Chair and the Vice or Associate Dean of Academic Affairs in the applicant’s School. Applicants are not responsible for obtaining or submitting the letters of support – that aspect of the process is handled by the VPAA Office. Applicants are responsible for submitting an application packet to the VPAA Office that includes an electronic file of each of the following 6 items, assembled in the order shown below:
1. A signed Application Form;
2. A one-page statement of the research project or creative activity that will be supported;
3. A one-page budget proposal, in the NIH PHS 398 format (direct costs only);
4. A one-page statement by the applicant specifying the special pressures or unusual obstacles to career development, which supports the request for a faculty development award;
5. A short statement of the applicant’s current and planned grant support;
6. A current curriculum vitae; and

Letters of Support
7. An electronic file of a signed letter from the applicant’s Department Chair evaluating the merits of the application and clarifying the Department’s commitment to the applicant. The
letter should include the applicant’s academic status and a description of the strategy planned by the School or Department to facilitate the applicant's development; and
8. An electronic file of a signed letter of support from the Vice/Associate Dean of Academic Affairs of the applicant’s School.

Questions
Questions regarding Faculty Development Awards or requests for assistance in assembling electronic application packets should be referred to the VPAA Office at phone (415) 514-0421 or Room S-101.
# 2011 Faculty Development Awards

**Reviewer Evaluation Form**

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*Priority is given to those at the Assistant Professor Level*

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Senate Staff:
Shilpa Patel, Senior Analyst
shilpa.patel@ucsf.edu; 415/514-2696