

**Committee on Academic Personnel**  
**Paul Garcia, MD, Chair**

**ANNUAL REPORT**  
**2011-2012**

**Total Files Reviewed:** 420  
**Stewardship Reviews:** 11 completed, 4 in process

**Statistical Information:**

	11-12	10-11	09-10	08-09
<b>Total Files Reviewed</b>	<b>420</b>	<b>387</b>	<b>526</b>	<b>424</b>
Merits	69	60	98	87
Promotions	188	162	195	149
Accelerations	61	63	71	57
Decelerations	8	19	23	27
Change In Series	55	57	110	84
Ad Hoc Committees	0	1	4	2
Merits to Step 6	19	32	47	29
Appraisals	34	27	31	28
Merits to Above Scale	9	5	16	13

These numbers are not expected to calculate to the total files reviewed as a file may feature more than one descriptor, and these descriptors do not represent all forms of review.

**Policy Review Items:**

- Process and Policy for Stewardship Reviews
- Use of and Ongoing Design of the Advance System

**Task Forces and Subcommittees:**

- Paul Garcia served on the Task Force on Academic Senate Membership
- Pat Fox served on the Subcommittee to Review and Revise the “Criteria for Normal Advancements in Rank Professorial Series”

**Issues for Next Year (2012-2013)**

- Use of the Advance System for Stewardship Reviews
- Expanding Senate Membership to Include Certain Adjunct and Health Sciences Clinical Professors

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**2010-2011 Members**

**Paul Garcia, Chair** (SOM)  
**Liz Watkins, Vice Chair** (SOM)  
(Served until May 2012)  
Ann Bolger (SOM)  
Pat Fox (SON) (UCAP Rep)  
David Glidden (SOM)

Thomas Kearney (SOP)  
Art Miller (SOD)  
Jean Olson (SOM)  
Lynn Pulliam (SOM)  
Rita Redberg (SOM) (Served May-June 2012)

**Number of Meetings: 33**

**Senate Analyst:** Alison Cleaver



## Systemwide Business

Regarding system-wide concerns, the Committee (CAP) reviewed and responded to the system-wide Report from the Task Force on Senate Membership.

### **Task Force on Senate Membership**

CAP Chair Garcia continued Chairing the Academic Senate Membership Task Force examining expanding Senate Membership to include Adjunct and Health Sciences Clinical Professors in the UCSF Academic Senate. While the inclusion of these faculty into the UCSF Academic Senate remained on hold as of July 1, 2012, the Committee on Academic Personnel (CAP) along with the Vice Provost, Academic Affairs Office determined there would be no change to the composition of CAP so as to eliminate any Systemwide challenges to advancements decisions made by the committee. ([Appendix 1](#))

## Divisional Business

This year, Members of the Academic Senate Committee on Academic Personnel worked closely with the Vice Provost Academic Affairs Sally Marshall and the Office of Academic Personnel on several policy issues.

### **The Advance System**

From early November 2011, the Committee on Academic Personnel used the Advance System to review files. The consistent and regular volume of files in the Advance system led the Committee to review more files in less meetings than it has done in prior years. The Committee supports the continued financial support from the University for the Advance System's development.

### **Distinguished Faculty Awards: The Distinction In Teaching and the Distinction In Mentoring Awards**

This year's Distinction In Teaching Award Selection Committee was Chaired by CAP member Jean Olson, MD. The 2011-2012 recipients of the Distinction In Teaching Awards were David Kim Duong, MD, Health Sciences Assistant Clinical Professor, Emergency Medicine (Category 1) and Harry Hollander, MD, Professor of Clinical Medicine, Medicine (Category 2).

This year's Distinction In Mentoring Award Selection Committee was Chaired by Mallory Johnson, PhD. The 2011-2012 recipients of the Distinction In Mentoring Awards were Tracey Weitz, PhD, Associate Professor In Residence; Obstetrics, Gynecology, & Reproductive Sciences (Category 1) and Bruce Miller, MD, Professor In Residence; Departments of Neurology & Psychiatry (Category 2).

The poster announcing the awards ceremony is attached as [Appendix 2](#).

### **CAP Retreat**

The Committee held its annual retreat with the Vice Provost of Academic Affairs, Director of the Office of Academic Personnel, and the academic deans from the four schools on May 2, 2012. All CAP members were present. Also present were Sally Marshall, Vice Provost Academic Affairs; Cynthia Leathers, Director of the Office of Academic Personnel; Brian Alldredge, Associate Dean Academic Affairs, School of Pharmacy; Renee Binder, Associate Dean Academic Affairs, School of Medicine; Chris Miaskowski, Associate Dean Academic Affairs, School of Nursing; Peter Sargent, Associate Dean Academic Affairs, School of Dentistry; Liz Watkins, Graduate Dean; Ned Hamilton, Senior Analyst, ITS/Advance Team; and Emerald Light, Manager, Academic Affairs.

Many issues were discussed, and the significant items are presented below. Minutes from the 2012 CAP Retreat are linked as [Appendix 3](#).

### Accelerations

The Committee requests more detailed and substantiated reasons for accelerations, e.g. if a retention issue, providing documentation of that (including an offer letter from another institution) is appropriate.

### Advance System

- A. Attendees received a presentation by Ned Hamilton of the Advance System as it will be used for Stewardship Reviews in the upcoming year.
- B. CAP members also provided feedback on areas for future improvement or enhancements within Advance. Full details of that discussion are listed in the attached minutes.

### Discussion of Peer Review Letters

The Committee reiterated its request that internal and external peer-review letters be from faculty at the proposed level of the action or higher if possible. This is a consistent issue with particular departments.

### Teaching Hours

School Associate Deans agreed that some hour calculations are wildly inaccurate while some faculty are underrepresenting. However there is no true way to determine assessments. The Committee requested Chairs comment on the teaching hours, as so as give a department context for such calculations.

- A. Vice Provost Marshall requested the Committee develop guidelines for determining hours
- B. CAP Chair Garcia also requested that teaching awards that aren't well known outside of the field of research or department be explained in the Chair or Dean letters.

### "Years of Service" Option

Utilizing this within a file's review should serve as an exception and not something that the Committee should use on a regular basis. This has come up largely in files up for an accelerated review where the Committee questions the basis for said acceleration.

- A. Vice Provost Marshall recommend the Committee write language such as: "CAP doesn't believe a three-year acceleration is warranted, however they do recommend the faculty member apply for an acceleration at the time of the next personnel action."
- B. Alternately, CAP could go forward in recommending "...and acceleration of two years effective two years from now. "
- C. Vice Provost advises that CAP cannot backdate an acceleration.

### Mid-Term Stewardship Review Surveys

Members of the Committee on Academic Personnel discussed the creation of a mid-term Stewardship Review (at around 2.5 years) Anonymous Survey, facilitated by the UCSF Academic Senate. This could serve to:

- Insure that those Chairs or Chiefs who received unfavorable Reviews were on track with the requested changes; or,
- Potentially extend the amount of time between Steward Reviews for those Chairs or Chiefs who received favorable Reviews.

Vice Provost Marshall will take up the Deans and Department Chairs to see if its something they want to pursue.

## **Task Forces and Other Committee Service**

This year members of the Academic Senate Committee on Academic Personnel served on the following Academic Senate task forces or other campus committees as representatives of CAP or the Academic Senate.

- The Academic Senate Task Force on Academic Senate Membership

- Subcommittee to Review and Revise the Criteria for Normal Advancement in Rank Professorial Series

## Going Forward

Ongoing issues under review or actions which the Committee will continue into 2012-2013:

- Use of the Advance System for Stewardship Reviews
- Expanding Senate Membership to Include Certain Adjunct and Health Sciences Clinical Professors

## Appendices

[Appendix 1:](#) Communication from UCSF Academic Senate Chair Robert Newcomer to UCSF Faculty on Academic Senate Membership

[Appendix 2:](#) Poster Announcing the 2012 Distinction In Teaching and Distinction In Mentoring Awards

[Appendix 3:](#) Minutes from the CAP Retreat May 2, 2012

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