



Guidelines for Documenting Sustainability Activities
Associated with Faculty Merits and Promotions

As a campus, UCSF is committed to protecting the health and safety of our faculty, staff, students, patients, and the communities in which we work. Campus efforts to reduce waste, minimize our carbon footprint, be more efficient and conserve limited natural and economic resources are of the utmost importance.

Sustained as well as outstanding individual faculty efforts that support these goals should be recognized and encouraged. As part of University and Public Service, Teaching, Professional Competence and/or Research and Creative Activities, faculty pursuits to protect the environment and support sustainable practices in support of these goals should be documented in merit and promotion materials.

To this end, the following guidelines may be used in preparing merit and promotion packets:

1. Documenting service on department/unit, school, campus or system-wide sustainability committees or task forces such as the following:
 - Chancellor's Advisory Committee
 - Academic Senate Sustainability Committee
 - Sustainability Steering Committee
 - Sustainability Steering Committee Work Group
 - School/department/unit Green Committee
2. Documenting efforts at leading and/or contributing substantially to operational changes that promote sustainable work site practices such as the following:
 - Increasing recycling or composting rates
 - Reducing energy, paper and water waste
 - Increasing rates of carpooling, bicycling or public transit for work commuting
 - Attaining certification as a LivingGreen Lab or LivingGreen Office
 - Hosting a certified LivingGreen event
3. Documenting active engagement in university and public educational efforts focused on sustainability and environmental health issues such as the following:
 - Presenting on sustainability and environmental health topics at grand rounds and/or other campus or system-wide venues
 - Incorporating sustainability content into course curricula
 - Educating the public and policymakers on sustainability and environmental health issues through formal presentations, letters to the editor (while adhering to UCSF Communication Policies), and government testimony and related venues



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- Contributing to a regular column/section in their department/unit newsletter educating faculty and staff about sustainability issues and practices
 - Minimizing work-related travel by substantially contributing to an uptake in the utilization of video or tele-conferencing technologies within unit(s), across the campus, or in professional or scholarly societies, particularly as an alternative to airplane travel.
 - Substantively contributing to unit or campus-wide efforts to reduce work-related paper use such as use of the Collaborative Learning Environment tool to move to a zero paper curriculum
4. Undertaking and disseminating research related to environmental health and/or related to reducing the economic or environmental footprint of healthcare (in general or in one's own discipline).

April 2013
Sustainability Task Force
UCSF Academic Senate

(Original Communication to Committee on Academic Personnel follows)

University of California
San Francisco



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Communication from the Sustainability Task Force
Thomas Newman, MD, MPH, Chair

October 8, 2012

Pat Fox, Chair
Committee on Academic Personnel
UCSF Academic Senate
500 Parnassus, Box 0764
pat.fox@ucsf.edu

Sally Marshall
Vice Provost
Academic Affairs
513 Parnassus Avenue, Box 0401
sally.marshall@ucsf.edu

Re: Adding Sustainability to Academic Affairs and Academic Personnel Matters

Dear Chair Fox and Vice Provost Marshall,

Following a discussion at our meeting on October 1, 2012 which included helping the campus include sustainability in our efforts to cut costs and improve infrastructure, we recommend the following actions.

While many faculty are interested in sustainability efforts, the time and effort they can dedicate to sustainability is limited when compared to other demands on their time. In recognition of efforts already put forth by faculty, and to continue to have faculty direct their attention to sustainability, we request the following:

1. Include sustainability in the next Advance update:
 - a. A section within the Advance CV template to document sustainability efforts by the faculty member.
 - b. A section within the the Chair's Letter a line for sustainability efforts. Alternately, expand the line on diversity efforts to include sustainability.

The Committee on Sustainability acknowledges that 1.a. and 1.b. could be accomplished by amending a pre-existing box, i.e., within the service area for Service to the Community or to the Campus, or by creating a dedicated line within the Advance System.

2. The Committee on Academic Personnel draft a communication to faculty stating that CAP recognizes the value of choosing to participate in national and international activities via video. Should a faculty member choose to forgo travel out of concern for its environmental impact as documented in the CV, CAP will take that into consideration. Furthermore, such a statement statement would help increase faculty awareness of their options to help improve the environmental impact of their academic travel.

We look forward to the opportunity to discuss these ideas further with you. Should you have questions, please do not hesitate to contact Task Force Chair Tom Newman newman@epi.ucsf.edu or Senate Analyst Alison Cleaver (alison.cleaver@ucsf.edu).

University of California
San Francisco



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Sincerely,

Sustainability Task Force

Tom Newman, MD, MPH, Chair (Epidemiology & Biostatistics; Pediatrics)

Arianne Teherani, PhD, Vice Chair (Medicine and Medical Education)

Bob Gould, MD (Obstetrics, Gynecology & Reproductive Services)

Mike Martin, MD, MPH (Epidemiology & Biostatistics)

Tim McCalmont, MD (Pathology)

Susan Ryan, PhD, MD (Anesthesia)

Steve Schroeder, MD (Medicine)

Ellen Weber, MD (Emergency Medicine)

Torsten Wittman, PhD (Cell & Tissue Biology)

Gail Lee, Sustainability Manager (Ex Officio Member)