

Committee on Academic Personnel
Judy Yee, MD, Chair

ANNUAL REPORT

2014-2015

Total Files Reviewed: 442
Stewardship Reviews: 7 completed, 6 still in progress (as of 7/1/15), 3 on hold, 2 cancelled (18 total)

Statistical Information:

	14-15	13-14	12-13	11-12
Total Files Reviewed	443	390	432	420
Merits	81	68	67	69
Promotions	202	193	176	188
Accelerations	33	65	40	61
Decelerations	10	6	24	8
Change In Series	39	29	52	55
Ad Hoc Committees	0	0	0	0
Merits to Step 6	29	28	33	19
Appraisals	19	32	19	34
Merits to Above Scale	11	10	12	9

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.

Task Forces and Subcommittees:

- Robert Rushakoff served on the Subcommittee to Review and Revise the “Guidelines for Health Sciences Clinical Series”; much of this subcommittee’s business was postponed until 2015-2016
- Judy Yee served on the Subcommittee to Review CV Guidelines in the Advance Online System
- Jeffrey Lotz and Jacqueline Leung served on the CV Revision Workgroup
- Judy Yee served on the Academic Senate Coordinating Committee

Issues for Next Year (2015-2016)

- Promotion and Advancement Criteria and Guidelines Review for Health Sciences Clinical Series – Task Force (Robert Rushakoff)
- Development and Expansion of the CAP Mentoring Project which arose from the Chancellor’s Funds/Faculty Academic Renewal Funds discussion

2014-2015 Members

Judy Yee, Chair (SOM)
Jeffrey Lotz, Vice Chair (SOM)
 Linda Chafetz (SON)
 Kirsten Fleischmann (SOM)
 Steven Kayser (SOP)
 Jacqueline Leung (SOM)

Jacquelyn Maher (SOM)
 Robert Nissenson (SOM)
 Octavia Plesh (SOD)
 Robert Rushakoff (SOM)

Number of Meetings: 36

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.

Proposed Systemwide Revisions to the Academic Personnel Manual and Senate Bylaws:

CAP Committee members reviewed but declined to opine on many of the proposed revisions. They did provide feedback on three Systemwide reviews, including the Final Review for APM 210-1-d. Initial documents and Communications are provided below.

- a. Proposed Systemwide Revisions to Academic Personnel Manual (APM) Section 133-17-g-f, 210-1-c-d; 220-18-b; 760-30-a: Limitation on Total Period of Service with Certain Academic Titles and on Evaluating Contributions to Diversity ([Appendix 1](#))
- b. Proposed Systemwide Revisions to Academic Personnel Manual (APM) Section 080: Medical Separation and APM Section 330: Specialist Series Revisions ([Appendix 2](#))
- c. Proposed Systemwide Revisions to Senate Bylaw 182: University Committee on International Education. These amendments sought to expand the committee's charge to include a broad range of international activities across the University.
- d. Proposed Revisions to Senate Bylaw 128.D.2: The Systemwide University Committee on Rules and Jurisdiction evaluated the proposed revisions to SBL 128.D.2 (Vice Chairs), which would make the vice chairs of all standing systemwide committees at-large members.
- e. Systemwide Review of Proposed Revised Presidential Policy - Sexual Harassment & Sexual Violence
- f. Draft Guidelines for Pilot Program to Accept Equity for Access to University Facilities or Services: Details guidelines by which the UC System will receive equity in companies in exchange for their use of facilities or services.
- g. APM 360 and APM 210-4 – Librarian Series: Provides clarification on promotion and advancement and appointment within this series
- h. Final Review on Proposed Systemwide Revision to APM Section 210-1-c-d: Evaluating Contributions to Diversity ([Appendix 3](#))

UCAP Discussions

Systemwide University Committee on Academic Personnel met quarterly at the UC Office of the President in Oakland, CA. UCSF UCAP Representative Jackie Leung attended. Discussions focused on Systemwide review of the above listed APM and Guidelines revisions as well as the Total Remuneration Study and providing input on the question of Faculty Salary Increase Systemwide.

Divisional Business

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

Committee on Academic Personnel Representative Responsibilities on a Stewardship Review Committee

Committee members reviewed and revised the document to include language specifically for those CAP Representatives who have rotated off of the committee itself, yet still serve on a Stewardship Review Committee (SRC). Language pertains to requesting such CAP Representatives to attend a CAP meeting while an SRC is in progress, allowing any issues that may have arisen to be discussed in advance of the development of the Final Report. ([Appendix 4](#))

Conflict of Interest Guidelines (2015)

Committee members developed a new set of Conflict of Interest Guidelines, after reviewing the prior 2003 UCSF report ([Appendix 3](#)) along with other UC campus Academic Senate's Conflict of Interest Guidelines (for the Committee on Academic Personnel). The document developed was reviewed and approved by Committee on Academic Personnel members and also provided for informational purposes to the Associate Deans of the respective Schools and the Office of Academic Affairs.

Continuing and incoming Committee on Academic Personnel members will sign the document at the start of the 2015-2016 academic year. The signed guidelines form will be kept on file in the Academic Senate Office. ([Appendix 5](#))

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, Steven Kayser, PharmD. The 2014-2015 recipients of the Distinction In Teaching Awards were Dr. David M. Naeger, MD, Assistant Professor of Clinical Radiology and Biomedical Imaging, School of Medicine (Category 1) and Dr. Katherine (Kathy) Julian, MD, Professor of Clinical Medicine, Division of General Internal Medicine (Category 2).

This year's Distinction In Mentoring Award Selection Committee was Chaired by CAP Vice Chair Jeffrey Lotz, PhD. The 2014-2015 recipients of the Distinction In Mentoring Awards were Dr. Anita Sil, MD, PhD, Associate Professor, Microbiology & Immunology, School of Medicine (Category 1) and to Dr. Stuart Gansky, MS, DrPH, Professor of Oral Epidemiology & Dental Public Health, School of Dentistry (Category 2).

Chair Yee presented the awards to each of the recipients on May 13, 2015. The poster announcing the awards ceremony is attached as [Appendix 6](#).

Proposed Revisions to UCSF Division Bylaw (DB) 110 and DB 122

The Committee on Academic Personnel (CAP) received a Communication from the Academic Senate's Committee on Equal Opportunity (EQOP) regarding transferring responsibility of review of the Faculty Handbook from EQOP to CAP.

CAP agreed with the revisions and accepted this new responsibility. It will still hear suggested recommendations from EQOP as pertains to diversity efforts. CAP will consider and implement those suggested edits as it seems fit. ([Appendix 7](#))

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 20, 2015. CAP members were present except for: L. Chafetz, B. Nissenson, O. Plesh, and K. Fleischmann (who was on call). Also present were Brian Alldredge, Vice Provost Academic Affairs; Cynthia Leathers, Director of the Office of Academic Personnel; Elena Fuentes-Afflick and Paul Garcia, Associate Deans, Academic Affairs, School of Medicine; Peter Sargent, Associate Dean, Academic Affairs, School of Dentistry; Shari Dworkin, Associate Dean, Academic Affairs, School of Nursing; Thomas Kearney, Associate Dean, Academic Affairs, School of Pharmacy; Renee Navarro, Associate Vice Chancellor, Diversity & Outreach; Janice Tsoh, Equal Opportunity Committee Chair

Multiple issues were discussed, and the significant items are presented below.

General CAP inquiries

CAP members provided an overview on the following:

- Volume of file review has increased to be the largest number in five years (2014-2015)
- CAP assigned mentors to new members to assist them in learning the process and procedures, therefore allowing more time to be spent on actual file review
- The inclusion of a non-Senate non-voting Health Sciences Clinical (HSC) faculty guest greatly assisted in file review for faculty in those series.

Overview of Systemwide APM Workgroups (Academic Affairs)

The Systemwide Workgroups are examining APM 270 and 278. The latter focuses on the Health Sciences Clinical Series and depending on the campus (main or satellite) the way this series and faculty are used differs. As part of that series' focus is student teaching, the further removed from the main campus a faculty is, the less likely they are to teach directly. Plus, such faculty who have teaching appointments are also Without Salary (WOS).

A new series/position, Clinical Associate, is being developed. It already exists at UCSF, however a set developed criteria for what such faculty will do, and be measured on, hasn't been finalized. At present, the Workgroup is trying to find UC System commonalities. Once determined, Systemwide guidelines will be developed. Right now, Clinical Associate is used for faculty who observe only – they don't teach at all. VPAA Office is aiming to re-purpose the pre-existing definition.

Related CAP Inquiry: The absence of professionalism as part of the criteria for the Health Sciences Clinical (HSC) Series means that CAP isn't getting all the information as to the faculty member's activities; this is especially problematic for Changes in Series from HSC to another series, where professionalism is part of the determination. Separately, CAP views professional competence in terms of local, national and international reputation - whereas Schools examine in relation to the packet and file totality.

Accelerated Actions with Retention Component

CAP asked if they as a body are the right ones to measure the validity of the acceleration, when retention is used as a basis? If retention (with an offer letter) is part of an accelerated action, by the time it gets to CAP the faculty member has opted to stay at UCSF.

VPAA Alldredge advised that the current APM states retention as a rule doesn't warrant an automatic one-year acceleration. If retention is in question during an accelerated action review, the APM states that it must be matched with merit achievements by the faculty.

It was suggested that a subcommittee be developed to explore this.

Diversity Discussion

AVC Navarro gave an overview of gender and ethnicity issues at UCSF including some discussion of salary equity issues. The Office of Diversity & Outreach (ODO) has been working to change structures and frameworks that present barriers to success.

AVC Navarro provided a background on unconscious bias and micro-aggressions, and recommended faculty overall take the "implicit bias test". ODO is also working to define what a leader in a diverse model looks like: focusing on actions and behaviors.

It was mentioned that UCSF had just held the "Fostering Inclusivity: Hiring and Maintaining a Diverse Team" workshop which CAP Member Plesh attended at UC Davis. CAP received an overview of the workshop from Member Plesh following the workshop.

Mentoring Proposal

Drs. Mitch Feldman, UCSF Faculty Mentoring Project, and Mandana Khalili, CTSI Mentor Development Program provided an overview of their mentoring efforts and on the proposal with CAP to develop an online module to aid mentees in development of their mentee-mentor relationships. This proposal is expected to be fully developed within the 2015-2016 academic year.

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.

- Subcommittee to Review and Create Standards for Faculty CVs in Advance Online System
- CV Revision Workgroup
- Coordinating Committee

Going Forward

Ongoing issues under review or actions that the Committee will continue into 2015-2016:

- Promotion and Advancement Criteria and Guidelines Review for Health Sciences Clinical Series – Task Force
- Development and Expansion of the CAP Mentoring Proposal and Module

Appendices

[Appendix 1](#): CAP Communication to Division Chair Chehab in re APM Revisions to Sections 1 33-17-g-f; 210-1-c-d; 220-18-b; 760-30-a

[Appendix 2](#): CAP Communication to Division Chair Chehab in re APM Revisions to Section 080

[Appendix 3](#): CAP Communication to Division Chair Chehab in re Final Review of APM 210-1-c-d

- [Appendix 4](#): Revised “Responsibilities of the CAP Representative on a Stewardship Review Committee”
- [Appendix 5](#): Revised “Conflicts of Interest Guidelines for CAP Members” (2015)
- [Appendix 6](#): Poster Announcing the 2014 Distinction In Teaching and Distinction In Mentoring Awards
- [Appendix 7](#): Rules & Jurisdiction Committee Communication approving joint CAP-EQOP Committees Request to modify bylaws to transfer ownership of the *Faculty Handbook*

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