

**IMPORTANT POINTS FOR DISCUSSION BETWEEN DEPARTMENT CHAIRS  
AND NEW FACULTY APPOINTEES**

<b>School:</b>	<b>Home Dept.:</b>
<b>Additional Appointments:</b>	
<b>Name:</b>	

- Series of proposed appointment and information on how it differs in expectations and commitments from other series: \_\_\_\_\_
- Rank: \_\_\_\_\_ Step: \_\_\_\_\_ Percent time of Appointment: \_\_\_\_\_
- Total Salary: \_\_\_\_\_ Base Salary: \_\_\_\_\_
- Compensation Type and how determined: \_\_\_\_\_
- Responsibilities of the faculty member related to the compensation plan (if applicable). A copy of the plan should be provided to the candidate.
- Provision of the “Advancement and Promotion at UCSF: A Faculty Handbook for Success” and the opportunity to have questions answered about its content.

PROPOSED DISTRIBUTION OF TIME:

- Confirmation of approximately \_\_\_\_\_ % protected time to conduct research/creative activities during candidate’s first year and discussion of expected % protected time if appointment renewed in second and third years.
- Clarification of specific responsibilities for participation in departmental teaching and/or clinical programs.
- Expectation of approximate \_\_\_\_\_ % time devoted to teaching (if applicable) and approximate \_\_\_\_\_ % time to clinical practice (if applicable).
- Expectations for University and public service (as compared to professional commitments).

ADMINISTRATIVE SUPPORT ISSUES

- Identification and confirmation of office space.
- Identification and confirmation of research space (if applicable).
- Specific computer and other technology equipment that will be available (if applicable).
- The nature of administrative support and other resources that will be available (if applicable).

CAMPUS and DEPARTMENT ORIENTATION:

- Discussion of benefits
- Discussion of mentoring
- Discussion of parking and commuter options
- Discussion of library resources
- Discussion of information technology resources both within and outside department