

IMPORTANT POINTS FOR DISCUSSION BETWEEN DEPARTMENT CHAIRS/ORU DIRECTORS AND NEW FACULTY APPOINTEES

Name:	
School:	Home Dept.:
Department Chair, Division Chief, or Designate:	
Additional Appointments:	

TYPE OF APPOINTMENT AND COMPENSATION

- Series of proposed appointment and information on how it differs in expectations and commitments from other series, including criteria for advancement.
- Rank, step and percent time of the appointment as well as the implications of these for advancement.
- Discussion of Total Negotiated Annual Salary and Covered Compensation.
- Discussion of Sources of Compensation (first two years).
- 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 booklet “Advancement and Promotion at UCSF: A Faculty Handbook for Success” and the opportunity to have questions answered about its content.
- For faculty with a proposed appointment in the In Residence Series:
Provision of the 2020 UCSF In Residence Task Force Report and the opportunity to have questions answered about its content (<https://facultyacademicaffairs.ucsf.edu/academic-personnel/academic-review-and-advancement/In-Residence-Taskforce-Report-2020.pdf>).

RESPONSIBILITIES AND EXPECTED DISTRIBUTION OF TIME

- Approximate percent of protected time to conduct research/creative activities during the first year of the appointment and discussion of the percent of protected time that can be expected in future years.
- Clarification of specific responsibilities for participation in departmental teaching and/or clinical programs, including approximate percent of time devoted to teaching (if applicable) and to clinical practice (if applicable).
- Expectations for University and public service (as compared to professional commitments).

- Contribution to the University's commitment to diversity and excellence.

MENTORING RESOURCES

- Identification of Departmental/ORU Mentoring Facilitator and faculty development resources.

ADMINISTRATIVE SUPPORT AND RESOURCES

- Identification of Department/School resources and mentors for faculty development of research, teaching, and professional competence.
- Identification of the location of office space and research space (if applicable).
- Specific computer and other technology or equipment that will be available.
- The nature of administrative and clerical support and other resources that will be available.
- Identification of Department, School and/or campus resources and contacts related to health and other benefits, library support, parking and commuting, et cetera.

CONFIRMATION OF DISCUSSION (Please sign below)

Faculty Member

Department Chair, Division Chief or Designate