

## MEMORANDUM OF UNDERSTANDING

### *Joint WOS Senate Appointment for Service on UC Systemwide Academic Senate Committee*

<i>Name of faculty member:</i>	
<i>Proposed joint Senate WOS faculty title (rank and series):</i>	
<i>Dates for proposed joint appointment (begin date-end date):</i>	
<i>Name of UC Systemwide Academic Senate Committee:</i>	

---

The UCSF Division Academic Senate Committee on Committees has identified the appointee as a prospective UC Systemwide Academic Senate Committee Member. A secondary without salary (WOS) appointment is being proposed in a Senate series at the same rank as the appointee's primary non-Senate faculty appointment. The sole purpose of the WOS appointment is to allow the appointee to serve in full capacity on a UC Systemwide Academic Senate committee.

The WOS Senate faculty joint appointment is contingent upon submission of an abbreviated appointment packet and review/approval by the Department Chair, Dean's Office, and the Vice Provost for Academic Affairs (in accordance with the appended dossier checklist & procedures).

The reviewing agencies must confirm:

- The appointee is in good standing; and
- The appointee successfully meets all of the criteria in their current (non-Senate) series

The terms and conditions of the WOS appointment into a Senate series are as follows:

- 1) The WOS senate appointment automatically expires if any of the following conditions are met:
  - service on the UC Systemwide Academic Senate committee ends; or
  - 3 years after the effective date of the WOS Senate appointment; or
  - the primary non-Senate appointment ends

Notice of the expiration of the WOS Senate appointment is not required.

- 2) The faculty member must use their primary non-Senate appointment title as their official title.

- 3) Regulations governing reappointments, terminations/non-renewals and salary support will continue to be based on the faculty member's primary non-Senate appointment.
- 4) All other academic actions will continue to be based on the APM guidelines for advancement in the faculty member's primary non-Senate series.
- 5) This appointment:
  - *Does not confer eligibility for emeritus status*
  - *Does not confer eligibility for participation in the UC home loan programs*
  - *Does not suggest endorsement for a change in series to a Senate series*
  - *Does not confer eligibility for salary guarantee(s) per the "Senate Task Force for In Residence faculty" report*
  - *If the appointee is at the assistant rank, the time spent in the Senate series (WOS) does count towards any applicable 8 year limitation on service.*

I agree with the terms as outlined above:

---

Faculty Member

---

Department Chair

---

Concurrence:  
ORU Director and/or Joint Department  
Chair (as appropriate)

**ABRIDGED PACKET: JOINT WOS SENATE SERIES APPOINTMENT FOR UC SYSTEM-WIDE ACADEMIC SENATE SERVICE ONLY**

<b>Curriculum Vitae</b> from Advance My CV (follow UCSF CV guidelines)	X
<b>Academic Senate Notification</b>	X
<b>Memorandum of Understanding</b>	X
<b>Department Chair Letter</b> , including:	
<ul style="list-style-type: none"> <li>Confirmation that candidate is in good standing and successfully meets the criteria for their primary series<sup>1</sup></li> </ul>	X
<ul style="list-style-type: none"> <li>Concurrence of joint department where individual has an academic appointment</li> </ul>	X
<b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs via Advance)	X

---

<sup>1</sup> The following certification statement should be provided in lieu of a categorical review:

“Dr. \_\_\_\_\_ [insert name] is being proposed for a secondary WOS appointment in a Senate title, which is needed for service on a UC Systemwide Academic Senate committee. Dr. \_\_\_\_\_ [insert name] is in good standing with the University and successfully meets the criteria for their primary non-Senate faculty title.

**REVIEW PROCEDURES:**  
**JOINT WOS SENATE APPOINTMENT FOR UC SYSTEMWIDE ACADEMIC SENATE SERVICE**

	<b>Task</b>	<b>Role</b>
	1. Sends list of non-Senate faculty selected for UC Systemwide Academic Senate service to the Academic Affairs Manager in the Office of Faculty and Academic Affairs.	Academic Senate Office Analyst
	2. Confirms which Academic Generalist and Academic Manager in HR Shared Services and which Academic Affairs Specialist in the Office of Faculty and Academic Affairs should be copied on the respective notifications that will be sent to each of the selected non-Senate faculty regarding the need for a secondary WOS Senate faculty appointment.	Academic Affairs Manager
	3. Sends email notifications regarding the need for a secondary WOS Senate faculty appointment, including a request to sign an appended Memorandum of Understanding (MOU), to each of the selected non-Senate faculty.	Academic Senate Office Analyst
	4. Signs the MOU and sends to the Academic Generalist in HR Shared Services listed on the Academic Senate email notification.	Candidate/Department
	5. Creates the academic review packet in Advance, coding the packet as follows: a. Proposed Action: Temp Appointment b. Proposed Series: Clinical X (if primary title is HS Clinical) or In Residence (if primary title is Adjunct) c. Proposed Rank: Same rank as primary title d. Proposed Step: None e. Proposed Appointment %: 0.00 f. Effective Date: Same as begin date listed on MOU	HR Shared Services Academic Generalist
	6. Manages the packet, ensuring that the Academic Senate notification, MOU, CV, and Chair Letter certification statement are all included, and then adds the Department Chair as a reviewer.	HR Shared Services Academic Generalist
	7. Reviews the packet and certifies the Chair Letter.	Department Chair
	8. Sends 7-day packet review notification to the candidate. o If the candidate holds a joint appointment in another department, acquires joint chair certification prior to notifying the candidate.	HR Shared Services Academic Generalist

	<b>Task</b>	<b>Role</b>
	9. Verifies that the packet is complete and then adds the Vice/Associate Dean(s) for Academic Affairs as reviewers. <ul style="list-style-type: none"> <li>○ If the packet is not complete, returns the packet to be completed.</li> </ul>	Academic Affairs Specialist
	10. Reviews the packet and certifies the Dean Letter.	Vice/Associate Dean for Academic Affairs
	11. Adds the Vice Provost for Academic Affairs as a reviewer after including the following note in the Additional Information field on the Decision page:  <i>"This secondary without salary Senate series appointment is conferred to allow Dr. _____ to serve in full capacity on a UC Systemwide Academic Senate committee. This is a temporary appointment that will expire once one of the following conditions is met: (a) service on the UC Systemwide Academic Senate committee ends; (b) three years have passed after the effective date of the appointment; or (c) the primary non-Senate appointment ends."</i>	Academic Affairs Specialist
	12. Reviews the packet and certifies the Decision.	Vice Provost for Academic Affairs
	13. Sends the Decision notification to the candidate, copying the Department, HR Shared Services, the Dean's Office, & the Academic Senate Office, and then closes the packet.	Academic Affairs Specialist