<table>
<thead>
<tr>
<th>Topic / Item:</th>
<th>Policy / Comment:</th>
<th>Source Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination</td>
<td>Presidential Chair Award 2024-2025 nominations:</td>
<td>UCSF Presidential Chair Award</td>
</tr>
<tr>
<td>Due: January 24, 2024</td>
<td></td>
<td>Nomination Form: (PDF) or (MS Word)</td>
</tr>
<tr>
<td></td>
<td>• For information about the nomination packet requirements and submission, visit Presidential Chair website.</td>
<td>Evaluation Guidelines (pdf)</td>
</tr>
<tr>
<td></td>
<td>• Competitive proposals address the evaluation criteria (as described in the Evaluation Guidelines)</td>
<td></td>
</tr>
<tr>
<td>Appointment Duration</td>
<td>The Presidential Chair should be employed for:</td>
<td>UCSF VPAA</td>
</tr>
<tr>
<td></td>
<td>- A maximum of 12 months.</td>
<td>APM-230 Sect.17 &amp; 20h(1)</td>
</tr>
<tr>
<td></td>
<td>- A minimum of 1 quarter (10 weeks) for an equivalent of full-time service. This service (i.e., 400 hours) could be accumulated over multiple visits.</td>
<td>UCSF Presidential Chair Award</td>
</tr>
<tr>
<td></td>
<td>- Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year.</td>
<td></td>
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<tr>
<td></td>
<td>- Nominations of less than full-time and/or for less than three months should include substantial justification within the proposal for the need for this part-time and/or short-term appointment.</td>
<td></td>
</tr>
<tr>
<td>Appointment Title</td>
<td>Presidential Chairs must hold the title of Visiting Professor.</td>
<td>APM 230-4 (b)</td>
</tr>
<tr>
<td></td>
<td>The individual will be appointed as a Visiting Professor (Title Code 1118). The appointment will be governed by APM 230.</td>
<td>UCSF Presidential Chair Award</td>
</tr>
<tr>
<td>Appointment Eligibility</td>
<td>Presidential Chair candidates must be in the Professor series.</td>
<td>APM-230</td>
</tr>
<tr>
<td>Appointment Purpose and Activities</td>
<td>Presidential Chairs are intended to encourage new or interdisciplinary program development or to enhance quality in existing academic programs of the University.</td>
<td>APM-265 -Sect.1,6</td>
</tr>
<tr>
<td></td>
<td>It is intended that incumbents be highly visible on campus, and that their tenure be accompanied by appropriate campus-wide activities and publicity.</td>
<td>UCSF Presidential Chair Award</td>
</tr>
<tr>
<td></td>
<td>In addition to participating in research, instruction, or other creative activities, each incumbent is expected to present a major public lecture or series of lectures.</td>
<td>APM 230-18 (c)</td>
</tr>
<tr>
<td></td>
<td>Presidential Chairs should be viewed as campus wide resources.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presidential Chairs, as full-time Visiting Professors, may be assigned clinical duties with the approval of the Chancellor.</td>
<td></td>
</tr>
<tr>
<td>Appointment Tenure</td>
<td>Neither tenure nor security of employment is acquired by appointment to a Visiting title.</td>
<td>APM 230-20 (g)</td>
</tr>
</tbody>
</table>
### Funding

- Upon request, funds can be made available to the recipient starting July 1 of the fiscal year of the Presidential Chair appointment.
- The host department is responsible for initiating the process to transfer funds (details in the award notification letter).
- Funds for Presidential Chairs may be used to support instructional activities, research, or other creative activities of the incumbent chair holder.
- Unexpended earnings will be added back to the Presidential Chair fund account for subsequent award years.
- Funds should not be expended for anything not related to a chair holder's activity. More information provided in this document and in the [budget justification guidelines](#).

### Budget

- Use of the UCSF Presidential Chair Award [budget template](#) and [budget justification guidelines](#) are recommended.
- For information and resources on budget development and justification, visit the [UCSF Office of Sponsored Research - Develop a Budget](#).
- Please work with the UCSF host school dean’s office (administrative/finance director) and the department’s HR Academic Generalist ([Find Your HR Rep](#)) to ensure compliance with the appropriate policies with respect to the proposed budget.

### Budget Modifications

- Modifications may be made to an existing award if changes do not affect the approved salary total, the approved budget total, or the approved categories in the budget.
- Requests for no cost extensions (no more than 6 months at a time) and for re-budgeting may be initiated by the award recipient, the department, or the sponsor.
- Email requests should include:
  - Type of modification proposed
  - Reason for request
  - Current balance of funds
- Must be approved by the Vice Provost Academic Affairs.

### Evaluation Criteria

The Committee uses the following criteria to **evaluate the nomination packets**:

- **Plan, Nominee, Innovation, Budget, Overall Impact**
- Competitive proposals address these criteria (described in the [Evaluation Guidelines](#))
  - Nominators have used the evaluation criteria to outline and structure their proposals.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Honorariums</td>
<td>▪ Payment in the form of an honoraria is not appropriate for a Visiting Professor.</td>
<td>Source:</td>
</tr>
<tr>
<td></td>
<td>▪ In general, University faculty and full-time academic appointees are not eligible to receive additional compensation for activities related to their recognized University duties.</td>
<td>▪ APM- 666-4</td>
</tr>
<tr>
<td></td>
<td>▪ Payments for independent consultants, faculty consultants, performance fees, and professional services are non-honorarium transactions.</td>
<td>▪ UCSF Policy 300-29</td>
</tr>
<tr>
<td>Maximum Meal Expenses</td>
<td>▪ The University permits expenditures for meals and light refreshments for the purpose of conducting substantial and bona fide University business.</td>
<td>▪ UCSF Meeting and Entertainment Expenses</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Maximum meal expenses per person</strong></td>
<td>▪ BUS-79 (revised 7/1/22)</td>
</tr>
<tr>
<td></td>
<td>- Breakfast $31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Lunch $54</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dinner $94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Light Refreshment $22</td>
<td></td>
</tr>
<tr>
<td>Meetings and</td>
<td>▪ <strong>Frequency</strong></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>- Meals are limited to no more than once a month or twelve times per year, per group. Light refreshments are limited to no more than twice per month, per group.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Alcohol</strong></td>
<td>▪ UCSF Policy 200-31</td>
</tr>
<tr>
<td></td>
<td>- To date, the Vice Provost has not approved of the purchase of alcohol with Presidential Chair funds.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ For guidance on allowable and unallowable expenses, please review the <a href="http://example.com">UCSF Meeting &amp; Entertainment Expenses</a> information and UC Policy BUS-79.</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>▪ The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case. In some cases, it will be appropriate to separate considerations of rank from those of salary.</td>
<td>▪ APM-230</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Salary rate should be justified and reasonable based on objective factors</strong> (such as compensation levels for comparable positions, the duration, and percent time of the nominee’s appointment).</td>
<td>▪ UCSF VPAA</td>
</tr>
<tr>
<td>Supplies</td>
<td>Reimburse for actual and necessary expenses as allowed by department and UC policy. Office of Sponsored Research website provides helpful reference for drafting a <a href="http://example.com">budget for materials and supplies</a>.</td>
<td>▪ UCSF OSR - Develop a Budget -Materials and Supplies</td>
</tr>
<tr>
<td></td>
<td>▪ The budget should briefly describe the supplies and overall cost.</td>
<td>▪ Budget Template (xlsx)</td>
</tr>
<tr>
<td></td>
<td>▪ The budget justification should provide a detailed breakdown of the purpose, necessity, and cost of the supplies.</td>
<td>▪ Budget Justification Guidelines (docx)</td>
</tr>
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<td>-------------</td>
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</table>
| Supplies: Computers | **Computer devices - allowable under certain conditions:**  
▪ Computing devices must be essential (but not exclusive) to the project.  
▪ The project must not have reasonable access to other devices or equipment that can achieve the same purpose; devices may not be purchased for reasons of convenience or preference.  
▪ **Must provide ample justification for the necessity of the device for the performance of the award.** | ▪ **Controller’s Office - CAS Guidelines**-Appendix A-  
Unallowable Costs-200.453/ 75.453  
▪ **Budget Justification Guidelines (docx)** |
| Travel | **Transportation expenses shall be reimbursed based on the most economical mode of transportation** and the most commonly traveled route consistent with the authorized purpose of the trip. Any exception must be approved by the Chancellor.  
▪ Agreements concerning such reimbursement shall be made at the time of negotiation for appointment, and payment of travel expenses to the extent authorized by University regulations **should not be incorporated in the salary but paid separately.**  
▪ Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of **APM 230-20-h.** | ▪ **G-28 Travel Regulations**  
▪ **UCSF Travel**  
▪ **UCSF Travel Regulations**  
▪ **APM 230-20-h** |
| Travel by Air | **Presidential Chair funds may be used to reimburse a Visiting title for one round-trip ticket** on the condition that they are also employed for an equivalent of full-time service for a minimum of one quarter (10 weeks). This service (i.e., 400 hours) could be accumulated over multiple visits.  
▪ **Coach class or any discounted class shall be used in the interest of economy** - regardless of the purpose or fund source. | ▪ **UCSF VPAA**  
▪ **APM 230-20-h(1)**  
▪ **G-28 -V-H-1-a; V-D-2a**  
▪ **UCSF Travel** |
| Travel Regulations | ▪ **UC Policy G-28-Travel Regulations**, applies to all official University travel, including travel for visiting academic appointees.  
▪ **UC APM- 230-Visiting Appointments**, contains information concerning allowable expenses, limitations, funding, and approval authority.  
▪ **Check policies** to ensure that proposed travel is compliant with UC/UCSF regulations and can be paid or reimbursed.  
▪ **APM 230-20.h.** Travel Expenses for Visiting Appointments  
**G-28-H.1.a.** Visiting Academic Appointees  
**G-28-E.1.** Subsistence Expenses (lodging, M&E)  
**G-28-Appx B** Lodging and M&IE Reimbursement CAPS  
**UCSF Travel** Booking, policies, how-to guides |
### Topic / Item:
- **Other Expenses**

<table>
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<tr>
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</table>
| Reimburse for actual and necessary expenses as allowed by department and UC policy. *For example (not limited to):* | ▪ **BUS-79**  
▪ **BFB-G-13 Sec-III-A-2**  
▪ **UCSF Accounts Payable**  
▪ **Budget Justification Guidelines (docx)** |
- Data Network Recharge
- Off-campus network
- ITFS Field Services Support
- GAEL

### For More Information:

**UC/UCSF Policies and Faculty Appointments, contact:**
- School x/Associate Deans (i.e., Academic Affairs or Administration/Finance)
- Department Administrator (i.e., Chair/Chief, MSO, Finance/Business Analyst)
- Department’s HR Academic Generalist ([find your HR Representative](https://hr.ucsf.edu/find-rep))

**UCSF Presidential Chair Award**
- Contact: Abby Draper, [abigail.draper@ucsf.edu](mailto:abigail.draper@ucsf.edu), UCSF Office of Faculty and Academic Affairs (OFAA)
- Website: [https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair](https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair)

### Source References:

**Appointment**
- APM 230 - Visiting Appointments  
[https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-230.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-230.pdf)
- APM-265 – Presidential Chairs  
[https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-265.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-265.pdf)
- APM 666 - Honoraria  
[https://ucop.edu/academic-personnel-programs/_files/apm/apm-666.pdf](https://ucop.edu/academic-personnel-programs/_files/apm/apm-666.pdf)
- UCSF Human Resources Search Tool: *Find Your HR Representative*  
[https://hr.ucsf.edu/find-rep](https://hr.ucsf.edu/find-rep)
- UCSF Office of Faculty and Academic Affairs  
[https://facultyacademicaffairs.ucsf.edu/](https://facultyacademicaffairs.ucsf.edu/)
- UCSF Policy 300-29 – Honoraria  
[https://policies.ucsf.edu/policy/300-29](https://policies.ucsf.edu/policy/300-29)

**Budget**
- Budget Development - UCSF Office of Sponsored Research Website  
[https://osr.ucsf.edu/](https://osr.ucsf.edu/)
- Budget Justification Guidelines - UCSF Presidential Chair Award  
[https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/BudgetJustification-PresChairAward.docx](https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/BudgetJustification-PresChairAward.docx)
- Budget Template - UCSF Presidential Chair Award  
[https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/BudgetTemplate-PresChairAward.xlsx](https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/BudgetTemplate-PresChairAward.xlsx)
Evaluation Criteria:

- Evaluation Guidelines
  https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/EvaluationGuidelines-PresChairAward.pdf

Meetings, Meals, Refreshments

- UCSF Meeting and Entertainment Expenses
  https://supplychain.ucsf.edu/meeting-and-entertainment-expenses

- BFB-BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions
  https://policy.ucop.edu/doc/3420364/BFB-BUS-79

- UCSF Policy 200-31 - Alcohol
  https://policies.ucsf.edu/policy/200-31

Payment/Reimbursement Policies and Procedures

- UCSF Accounts Payable
  https://supplychain.ucsf.edu/accounts-payable

- UCSF Controller’s Office – Cost Accounting Standards (CAS)

Travel

- APM 230 - Visiting Appointments (Section 230-20.h)
  https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-230.pdf

- UCSF Travel Website
  https://supplychain.ucsf.edu/travel

- UCSF Travel Guidelines
  https://supplychain.ucsf.edu/travel-guidelines

- G-28: Travel Regulations
  https://policy.ucop.edu/doc/3420365/BFB-G-28