### Topic / Item: Appointment Duration

- The Presidential Chair should be employed for:
  - A maximum of 12 months.
  - 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.
- Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year.
- 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.

**Source:**
- UCSF VPAA
- APM-230 Sect.17 & 20h(1)
- UCSF Presidential Chair Award Website

### Topic / Item: Appointment Title

- Presidential Chairs must hold the title of Visiting Professor.
- The individual will be appointed as a Visiting Professor (Title Code 1118). The appointment will be governed by APM 230.

**Sources:**
- APM 230
- UCSF Presidential Chair Award Website

### Topic / Item: Appointment Eligibility

- Presidential Chair candidates must be in the Professor series.

**Source:**
- APM-230-4 (b)

### Topic / Item: Appointment Purpose and Activities

- Presidential Chairs are intended to encourage new or interdisciplinary program development or to enhance quality in existing academic programs of the University.
- It is intended that incumbents be highly visible on campus, and that their tenure be accompanied by appropriate campus-wide activities and publicity.
- 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.
- Presidential Chairs should be viewed as campus wide resources.
- Presidential Chairs, as full-time Visiting Professors, may be assigned clinical duties with the approval of the Chancellor.

**Source:**
- APM-265 - Sections 1 & 6
- UCSF Presidential Chair Award Website
- APM 230-18 (c)

### Topic / Item: Appointment Tenure

- Presidential Chairs are Visiting Professors and cannot acquire tenure.
- Neither tenure nor security of employment is acquired by appointment to a Visiting title, although eligible service with certain Visiting titles is credited under the University’s “eight-year” rule.

**Source:**
- APM 230-20 (g)
- For “eight-year rule, see: APM - 133

### Topic / Item: Appointment Time on Campus

- **Due to the ongoing COVID-19 pandemic, an on-campus presence is not required for 2022-23 candidates.**
- In the most competitive submissions, candidates plan to spend significant time on campus – with preference for at minimum 3 months.
- Time on campus may be a single visit or multiple visits during the course of their appointment.

**Source:**
- UCSF VPAA
- APM-230-20h(1)
# UCSF Presidential Chair Award

**POLICY AND BUDGET GUIDE**

Revised 8/25/21

<table>
<thead>
<tr>
<th>Topic / Item:</th>
<th>Policy / Comment:</th>
<th>Source Reference:</th>
</tr>
</thead>
</table>
| **Funding** | ▪ Funds are available to the host department 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. | Source:  
▪ UCSF Presidential Chair Award Website |

### Budget Development and Template

<table>
<thead>
<tr>
<th>Policy / Comment:</th>
<th>Resources:</th>
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</table>
| ▪ 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.  
▪ Department approver’s responsibility is to ensure that the salary, travel and meeting/entertainment expense reimbursements follow UC policies.  
▪ Use of the UCSF Presidential Chair Award budget template and budget justification guidelines is recommended.  
▪ For information and resources on budget development and budget justification, visit the UCSF Office of Sponsored Research - Develop a Budget. |  
▪ Find Your HR Rep  
▪ Campus HR  
▪ UCSF Office of Sponsored Research - Develop a Budget  
▪ UCSF Accounts Payable  
▪ UCSF Presidential Chair Award Website  
▪ budget template  
▪ budget justification guidelines |

### Budget Modifications

<table>
<thead>
<tr>
<th>Policy / Comment:</th>
<th>Source:</th>
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</thead>
</table>
| ▪ 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 and for re-budgeting may be initiated by the award recipient, the department or the Sponsor.  
▪ Must be approved by the Vice Provost Academic Affairs. |  
▪ UCSF Office of Sponsored Research  
▪ UCSF VPAA |

### Honorariums

<table>
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<tr>
<th>Policy / Comment:</th>
<th>Source:</th>
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</table>
| ▪ **Payment in the form of an honoraria is not appropriate for a Visiting Professor.**  
▪ Definition: An honorarium is payment (generally not required) by the University to an academic appointee for occasional lectures and similar public appearances beyond normal academic responsibilities to the University.  
▪ In general, University faculty and full-time academic appointees are not eligible to receive additional compensation for activities related to their recognized University duties.  
▪ Payments for independent consultants, faculty consultants, performance fees, and professional services are non-honorarium transactions. |  
▪ APM- 666-4  
▪ UCSF Policy 300-29 |
<table>
<thead>
<tr>
<th>Topic / Item:</th>
<th>Policy / Comment:</th>
<th>Source Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals and Refreshments</td>
<td>The University permits expenditures for meals and light refreshments provided to academic or staff employees, students, donors, guests, visitors, volunteers, and other individuals for the purpose of conducting substantial and bona fide University business.</td>
<td>Source:</td>
</tr>
<tr>
<td></td>
<td><strong>Maximum meal expenses per person</strong></td>
<td>▪ UCSF Accounts Payable</td>
</tr>
<tr>
<td></td>
<td>– Breakfast $27</td>
<td>▪ BUS-79 Sections III-A-2; Appendix-A; V-B-4</td>
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<tr>
<td></td>
<td>– Lunch $47</td>
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</tr>
<tr>
<td></td>
<td>– Dinner $81</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Light Refreshment $19</td>
<td></td>
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<tr>
<td></td>
<td><strong>Frequency</strong></td>
<td></td>
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<tr>
<td></td>
<td>– Meals should be limited to no more than once a month or twelve times per year, per group.</td>
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<tr>
<td></td>
<td>– Light refreshments should be limited to no more than twice per month, per group.</td>
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<tr>
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<td>– Meals or light refreshments provided to a group should be counted on an event basis, e.g., a two-day meeting should be counted as one event.</td>
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<td></td>
<td><strong>Alcohol</strong></td>
<td>Source:</td>
</tr>
<tr>
<td></td>
<td>– Approval for the purchase of alcohol with Presidential Chair funds is at the discretion of the Vice Provost.</td>
<td>▪ BUS-79</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>▪ UCSF Policy 200-31</td>
</tr>
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<td></td>
<td><strong>Meetings and Entertainment</strong></td>
<td>▪ UCSF Accounts Payable</td>
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<td></td>
<td>For guidance on allowable and unallowable expenses, please review the UCSF Meetings and Entertainment Expense information and UC Policy BUS-79 (at right).</td>
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<td></td>
<td><strong>Subsistence: Lodging, Meals, Incidents</strong></td>
<td>Source:</td>
</tr>
<tr>
<td></td>
<td>For CONUS of more than 24 hours and less than 30 days:</td>
<td>▪ GSA Per Diem Rates</td>
</tr>
<tr>
<td></td>
<td>– The reimbursement of meal and incidental expenses (M&amp;IE) is based on actual costs incurred, subject to the daily maximum reimbursement limit of $62.</td>
<td>▪ G-28-V-Appendix B</td>
</tr>
<tr>
<td></td>
<td>– Actual lodging expenses for location of travel can be up to $275 per night supported by a receipt.</td>
<td>▪ UCSF Travel Regulations</td>
</tr>
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<td>For CONUS travel – Long-Term Travel:</td>
<td>▪ UCSF Travel website</td>
</tr>
<tr>
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<td>– When the traveler is expected to be in one location for 30 or more consecutive days but not in excess of one year.</td>
<td></td>
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<td>– Can be reimbursed for actual costs incurred up to 100% of meal and incidental expenses (up to $62)</td>
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<td>– Up to 100% of lodging expenses (up to $275) combined Per Diem.</td>
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<td>Topic / Item:</td>
<td>Policy / Comment:</td>
<td>Source Reference:</td>
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</table>
| Salary               | ▪ 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.  
  – Proposed salary rate cited in the presidential chair budget proposal should be reasonable and justified.                                                                                                                                             | Source:  
  ▪ APM 230-17 (a)  
  ▪ UCSF VPAA                                                                                                                                                                                                                                                                                                                                                       |
Other Expenses

- Reimburse for actual and necessary expenses as allowed by department and UC policy. For example (not limited to):
  - HR Service Center Charges
  - Data Network Recharge
  - Off-campus network
  - Computing and Communication Device Support

Source:
- BUS-79
- BFB-G-13 Sec-III-A-2
- UCSF Accounts Payable

Questions?

For questions specific to your school or department’s policies on budget, appointment, compensation, benefits, contact:
- Host school dean’s office (administration/finance) or department administrator (i.e. chair/Chief, MSO)
- Host department’s HR Academic Generalist (find your HR Representative)

For all questions about UCSF Presidential Chair Award administration and policy.
- Contact: Abby Draper - Executive Assistant to the UCSF Office of Faculty and Academic Affairs
- Website: UCSF Presidential Chair Award

Source References

Appointment / Salary / Fringe Benefits

UCSF Presidential Chair Award Website
https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair

Budget Justification Guidelines - UCSF Presidential Chair Award
https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/Pres-Chair-Award-Budget-Justification-Guidelines.docx

APM 230 - Visiting Appointments
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

APM 666 - Honoraria
https://ucop.edu/academic-personnel-programs/_files/apm/apm-666.pdf

UCSF Policy 300-29 – Honoraria
https://policies.ucsf.edu/policy/300-29

APM 133 - Limitation on Total Period of Service with Certain Academic Titles
https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-133.pdf

UCSF Office of Faculty and Academic Affairs
https://facultyacademicaffairs.ucsf.edu/

UCSF Human Resources Search Tool: Find Your HR Representative
https://hr.ucsf.edu/find-rep
Budget Template and Budget Development

Budget Template - UCSF Presidential Chair Award
https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/Pres-Chair-Award-Budget-Template-20210825.xlsx

Budget Justification Guidelines - UCSF Presidential Chair Award
https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair/Pres-Chair-Award-Budget-Justification-Guidelines.docx

UCSF Approved Recharge Rate Table (MyAccess sign-on required)
https://ucsf.box.com/s/5q1178zs7k4yf3mww7f3nzco0jkb5q9k

UCSF Office of Sponsored Research – (information on budget development, modification, rates)
https://osr.ucsf.edu/

UCSF Presidential Chair Award Website
https://facultyacademicaffairs.ucsf.edu/quick-links/awards/presidential-chair

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

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

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

USA GSA Per Diem Rates