

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

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| <b>Name:</b>   |                    |
| <b>School:</b>   | <b>Home Dept.:</b> |
| <b>Department Chair, Division Chief, or Designate:</b> |                    |
| <b>Additional Appointments:</b>                        |                    |

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## 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)

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Faculty Member

Department Chair, Division Chief or Designate