

San Francisco Campus

**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.

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).

IDENTIFICATION OF SPECIFIC RESOURCES AVAILABLE FOR MENTORING

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, mentoring, library support, parking and commuting, et cetera.

CONFIRMATION OF DISCUSSION: Please sign below.

Faculty Member

Department Chair, Division Chief or Designate