

## School of Medicine Faculty Council

Mia Williams, MD, MS Chair

June 15, 2023

3:30 – 5:00 pm

Location: Zoom

### DRAFT MINUTES

**PRESENT:** Chair Mia Williams, Vice Chair Sara Whetstone, Members Lisa Fortuna, Cindy Gasper, Joan Hilton, David Hwang, Tatiana Kelil, Sima Porten, Ex Officio Members CCEP Chair Shelley Adler, Dean Talmadge King

**ABSENT:** Members Priya Prasad, Motasem Refaat, Priya Shete, Ex Officio Members Renee Binder, Kathy Julian, Christina Mangurian

I. **Welcome and Consent Calendar** – Chair Williams called the meeting to order at 3:05 p.m., and the Council did an ice breaker about what everyone is doing this summer. The Council then approved the April minutes ([attachment 1](#)), and the May full faculty minutes ([attachment 2](#)).

II. **Chair's Report** – Chair Williams provided the Council with the following report on meetings she attended on behalf of the Council since it last met.

A. **SOM Chairs and Directors**

i. May

1. **Ombuds** - Ellen Goldstein from the Office of the Ombuds spoke at the May SOM Chairs and Directors meeting. E. Goldstein answered questions about where people can get resources on conflict management, data collection, and how the ombuds works with UCSF's restorative justice group. The Office of Ombuds is there to support us and our patients. Don't hesitate to reach out to them.

<https://ombuds.ucsf.edu/>.

2. **Disability Awareness and Accommodation Requests** – The Chairs and Directors also heard a presentation on disability and ableism. They learned about reasonable accommodation requests, how to support people, what to do if people do not want to contact Disability Management Services (DMS) about requests for reasonable accommodations, and other advice. Council members should consider DMS a resource for themselves, for colleagues, and learners who may need support. <https://hr.ucsf.edu/teams/disability-management>.

3. **Social Media Policy Update** – Last, the Social Media Policy is being updated, which will be coming out soon and will provide more details about the line between personal and professional communication.

ii. June – At the June Chairs and Directors meeting, S. Adler gave the group an update on reports submitted on diversity and evaluations about whether improvement plans were adequate.

- B. **Senate Executive Council** – Division Vice Chair Steve Hetts led the June Executive Council meeting. The Council discussed the following topics.
  - i. **Systemwide Reviews** – The Council reviewed the outstanding systemwide reviews and committee and council comments.  
<https://senate.universityofcalifornia.edu/under-review/index.html>
  - ii. **Climate Survey Results** - Elizabeth Ozer reported on the results of the climate survey. Her remarks were in line with her March 2023 presentation to this Council.
  - iii. **Committee on Faculty Welfare Time Use Study** – The Committee on Faculty Welfare (CFW) will be doing a study of how faculty spend their time, focusing on work that is not compensated or is undercompensated such as service, mentoring, and teaching. CFW has IRB approval and should launch in the early fall. Chair Williams encouraged members to take the survey and circulate it.
- C. **Senate APB** – The SOMFC did not send a representative to the June APB meeting. APB’s minutes and agendas are available by searching the Senate archives here: [https://senateserviceportal.ucsf.edu/v3/meeting\\_documents](https://senateserviceportal.ucsf.edu/v3/meeting_documents).
- D. **Summer Meetings** – The Council is inclined to skip its July meeting and make its August meeting an in-person, end-of-year celebration that would include the newly elected members of the Council.
- E. **STAR Award** – Chair Williams shared that K. Tappan received a STAR award for her work advancing shared governance as the analyst for this Council and several other Academic Senate committees.

**III. Standing Committee Updates and Membership Review** – The Faculty Council is responsible for reviewing and approving the membership of the SOM’s standing committees listed below.

- A. **Admissions** – There were no new members of the Admissions Committee for the SOMFC to review or approve.
- B. **CAS and CAP** – The SOMFC unanimously approved the updated membership lists for CAS and CAP ([attachment 3](#)). K. Tappan will prepare and send a letter advising CAS and CAP of the approval.
- C. **CCEP**
  - i. CCEP requests that new members be reviewed in the fall after new student and resident members are recruited.
  - ii. CCEP Chair Shelly Adler plans to continue as Chair.
  - iii. Kevin Souza, Associate Dean for Medical Education will be retiring June 30. Christina Cicoletti, MNA has been named the new Associate Dean for Medical Education effective June 1st. She will be replacing him on the CCEP roster in the Ex Officio capacity.

**IV. New Member Nominations and Elections Update** – K. Tappan advised that the Council now has enough candidates to fill the six open seats. Three of the seats are for faculty in the Ladder Rank, In Residence, or Clinical X series, and the other three are for faculty in the Health Sciences Clinical or Adjunct series. The Ladder Rank/In Residence/Clinical X seats are not contested, but there are six candidates for the three open seats for the Health Sciences Clinical and Adjunct faculty. There will be a full faculty election to select the new members. The candidates are listed in the table below.

	<b>LR/IR/CX – Nominees (3 Needed)</b>	<b>HSC/A – Nominees (3 Needed)</b>
1	Mel Heyman (Clin X, Recall, Peds)	Vinita Chittoor (Adjunct, Asst, Neuro)
2	Kevin McGill (Clin X, Asst, Radiology)	Valerie Gruber (HSC, Full, Psych)
3	Katherine VanLoon (Clin X, Asso, Med)	Irum Khan (HSC, Asst, Anesth)

4		Kewchang Lee (HSC, Full, Psych)
5		Ramin Sam (HSC, Full, Med)
6		Sharof Tugizov (Adjunct, Full, Med)

**V. Bylaw Proposals** – The Council discussed the following proposals.

- A. **Extending Membership Term of the Elected Chair and Vice Chair** ([attachment 4](#)) – First the Council, reviewed, discussed, and approved a proposal to automatically extend the term of a Council member by one year if that Council member is elected to serve as the Vice Chair or Chair and their term would otherwise have ended. This proposal will now be included in the materials that the full faculty will vote on over the summer.
- B. **Department of Medicine Membership Cap** – The Council previously voted to increase the cap on the number of faculty who can be elected to serve on the Council from the Department of Medicine from two to three. The proposal had not yet been forwarded to the full faculty for a vote. K. Tappan advised that while recruiting faculty to be candidates to serve on the Faculty Council, she had concerns about whether the new limit of three was high enough. There are so many faculty in the Department of Medicine and so many Divisions within the Department of Medicine, she belatedly realized that too many potential candidates she contacted were in the Department of Medicine. The Faculty Council considered changing the proposal so the Department of Medicine would have a two-person cap by division. **The Council ultimately decided to keep a cap for the Department of Medicine but raise it to four from two.** This proposal will replace the Council's previously approved proposal to raise the cap for the Department of Medicine to three. Dean King provided the Council with the following data on the number of faculty with 100% appointments in each department to help inform the decision. The total faculty is larger, especially if you include volunteer faculty.

Dept		Core Faculty (Average FTE)
Medicine	Clinical	694
Pediatrics	Clinical	353
Neurology	Clinical	173
Anesthesia	Clinical	158
Psychiatry & Behavioral Sciences	Clinical	154
Surgery	Clinical	139
Radiology	Clinical	127
ObGyn, Reproductive Sciences	Clinical	120
Orthopaedic Surgery	Clinical	88
Emergency Medicine	Clinical	69
Neurological Surgery	Clinical	62
Pathology	Clinical	60
Family & Community Medicine	Clinical	47
Laboratory Medicine	Clinical	45
Dermatology	Clinical	42
Radiation Oncology	Clinical	41
Otolaryngology	Clinical	41
Ophthalmology	Clinical	40
Physical Therapy	Clinical	29
Urology	Clinical	26
Osher Center	Clinical	12
<b>Total Clinical Departments</b>		<b>2,520</b>

The Council noted that it does not have a member from the second largest department - pediatrics. The Council may want to do some targeted recruitment from pediatrics next

year. The Council may also be interested in expanding the number of elected members to the Council so that it could be more representative of the faculty and their many departments.

Dept	Group	Core Faculty (Average FTE)
RM & Stem Cell Research	Interdisciplinary Programs	6
CHC	Interdisciplinary Programs	5
CTSI	Interdisciplinary Programs	4
Computational Health Sciences	Interdisciplinary Programs	4
Weill Institute	Interdisciplinary Programs	0
AIDS Research Institute	Interdisciplinary Programs	-
Graduate Medical Science Unit	Interdisciplinary Programs	-
Program in Biological Sciences	Interdisciplinary Programs	-
<b>Total Interdisciplinary Programs</b>		<b>19</b>

Dept	Group	Core Faculty (Average FTE)
CVRI	ORU	23
IND	ORU	20
HDFCCC	ORU	17
Diabetes Center	ORU	16
IHPS	ORU	13
Institute for Human Genetics	ORU	5
Hooper Foundation	ORU	4
<b>Total ORUs</b>		<b>98</b>

Dept	Group	Core Faculty (Average FTE)
Epidemiology & Biostatistics	Basic Science	43
Biochemistry & Biophysics	Basic Science	18
Anatomy	Basic Science	16
CMP	Basic Science	13
Microbiology & Immunology	Basic Science	12
Physiology	Basic Science	9
DHSS	Basic Science	6
BTS-SOM	Basic Science	2
<b>Total Basic Science Departments</b>		<b>119</b>

- C. Approved Proposals – K. Tappan reminded the Council that the following additional proposals have been approved by the Faculty Council and will also be given to the full faculty for review and approval over the summer.
  - i. Admissions Committee Revisions
  - ii. Ex Officio Member Designees
  - iii. Immediate Past Chair as an Ex Officio Member

**VI. 2023-2024 Chair and Vice Chair Election** – The Council unanimously elected Sara Whetstone to serve as the Chair and David Hwang to serve as the Vice Chair of the SOM Faculty in 2023-2024. The full faculty will confirm the Council's selection, and, if approved, they will begin their roles in September 2023.

**VII. May Full Faculty Meeting Debrief – Understanding Funds Flow and the UCSF Health Budget Shortfall** – Chair Williams received positive feedback in response to the May full faculty meeting. Attendance was high (225), and those who attended were engaged.

Chair Williams wants to make sure that we demonstrate to the full faculty that actions were taken in response to the meeting and the issues raised. One of the issues we'll likely want to focus on is transparency and access to department compensation plans. The Department Chairs who were present at the full faculty meeting were interested in making their plans more readily available. We'll be meeting with Christina Mangurian to discuss next steps. We're hoping to make real progress on it this summer and in the coming academic year. J. Hilton suggests looping in the other schools. D. Hwang also commented on the need to collaborate with other groups working on similar issues and he encourages us to think about this in an upcoming year.

Dean King added that every faculty member should have close to an obligation to read their compensation plan, and every faculty member should have access to their plan. If faculty have been denied access to plans, we should identify those departments so that can be fixed. Christina Mangurian and Dean King have spoken about how the SOM can improve access to the plans, and they are interested in creating a Box folder that includes all of the plans that would be accessible to SOM faculty. This idea will be discussed at the August Chairs and Directors meeting.

D. Hwang expressed interest in having the SOM develop a chart that helps explain and compare benefits across departments. Dean King advised that the compensation plans are largely consistent. The differences are most likely found in their incentive plans. They've asked chairs to review their incentive plans to make them easier to understand and clear. They've also tried to standardize the leaves (childbearing/rearing, bereavement, etc.). If they're not consistent, they try to find the differences and address them. Dean King provided the Council with this link, which provides general information on compensation and refers faculty to their department plans: <https://facultyacademicaffairs.ucsf.edu/academic-personnel/compensation>.

The Council remains very supportive of making all of the SOM's departmental compensation plans accessible to SOM faculty, and the Council looks forward to working with the SOM leadership to help make this happen.

**VIII. 2023-2024 Full Faculty Meetings**

- A. **Research** – Chair Williams proposed that the November 2023 full faculty meeting focus on research since the Council did not have a full faculty meeting on this topic this academic year. The Council is supportive and is particularly interested in a research meeting focused on health equity, collaboration, and data sharing. D. Hwang explained topics could include community-based research, workforce pipeline, communications that

are sensitive to diversity, developing appropriate data structures to capture identifiers, and highlighting the excellent work going on at UCSF and with allies.

- B. **Education** – For an education-focused full faculty meeting, Vice Chair Whetstone suggested discussing the upcoming Supreme Court case decision related to affirmative action.

**IX. Additional AY 2023-2024 Planning** – This topic was discussed during other agenda items.

**X. Systemwide Reviews**

- A. [Revisions to APM - 710, Leaves of Absence/Sick Leave/Medical Leave PDF](#) - Comments due 7/12 – The proposed revisions to APM 710 would allow someone to use sick leave to care for a “designated person” who has a family-like relationship with the UC employee but who is not already on the list of family members who can be cared for with employee sick leave. The Council will not comment on this review.
- B. [Revisions to APM - 210, Review and Appraisal Committees: Mentoring PDF](#) - Comments due 7/12 – The proposed revisions to APM 210 would add mentoring as an explicit part of the teaching section of AMP 210 that sets forth criteria for advancement and promotion. The Council will comment on this review. The Council is broadly supportive and has the following additional comments.
  - i. There are instances where “student” is used that should be more inclusive. See e.g., page 47 where student is referenced but not trainees. See also page 36 for definitions. The Council suggests making “learner” a defined term and including all learners in the definition, not just students.
  - ii. Mentoring should not be divided into Teaching and Service. It should all be part of Teaching and Mentoring.
  - iii. Add “Faculty Development” to Teaching and Mentoring.
- K. Tappan will prepare a letter articulating the Council’s support and comments.

**XI. Old Business and New Business** – The Council did not discuss any additional old or new business.

**XII. Adjournment** – Chair Williams adjourned the meeting at 5:05 p.m.