

Chancellor's Mid-Career Faculty Recruitment Fund

Context and Background

In August 2011, the Executive Vice Chancellor and Provost (EVCP) developed a plan to use central resources from the Core Financial Plan (CFP), up to \$10 million, to support recruitment of mid-career faculty. The support would be provided with the expectation that indirect cost recovery brought to UCSF by these recruitments would repay the loan value within three years. This document summarizes the plan and provides business procedures to manage this program.

Program Summary

Recruitment of top quality faculty is a core value and goal in the UCSF Strategic Plan. The following program is designed to help Schools recruit strong mid-career faculty to maintain and enhance the basic research, clinical research and population health sciences communities in this challenging financial environment.

Program Aspects

- A \$10 million Chancellor's Mid-career Recruitment Fund has been established in the Core Financial Plan.
- The fund is designed to target the recruitment of 10-20 research-focused faculty across the basic research, clinical research and population health sciences disciplines.
- Start-up funding may be solicited from the fund for up to three times the equivalent of one year's indirect costs. Repayment of loan by indirects received will be calculated after the return to School is subtracted. (i.e. Recruit is expected to bring in \$200 thousand a year in direct recovery for three years. Of the anticipated \$600 thousand in ICR received, approximately 10%, or \$60 thousand is returned to School. Loan amount of \$540 thousand would be repaid in three years, so this would be the recommended loan amount.)
- The fund will be self-sustaining, with replenishment coming from the indirect cost recovery brought in by the recruit during the first three years of employment.
- The fund is designated for research faculty, who are not being recruited to leadership positions such as division, department, or ORU heads.
- A small committee, composed of accomplished scientific leaders, will be set up by the EVCP to examine the credentials of individual candidates and make recommendations to the Chancellor about the scientific excellence of potential recruits to this program.
- Schools and departments will be fully responsible for programmatic decisions, faculty location and the remaining balance of the recruit's start-up package.

Criteria for Selection of a Recruit

The appropriateness of candidates will be based on the following criteria:

- Be highly regarded by peers; an established leader in their field with a track record of outstanding research.
- Be at a mid-career level—i.e.; have additional opportunity for growth in academic and scientific stature once arriving at UCSF.
- Have an existing active and funded research program.
- Be focused on research, either wet or dry lab, across any discipline (similar to criteria used for HHMI investigators).

Budget and Resource Management

March 25, 2013; Revised March 19, 2015

Campus-Wide Process

Deans will forward potential faculty recruits who could be candidates for this fund to the EVCP on a rolling basis.

Information must include:

1. Letter of nomination from the Dean including a statement of the recruit's academic and scientific stature, the dollar amount of the request, documentation of the expected three-year indirect cost recoveries and guarantee that the school will cover any shortfall in IDC over the three-year period. The Dean should sign agreement to cover shortfall by signing the nomination form.
2. The recruit's Curriculum Vitae.
3. External letters of support.

(Please note that either the dean or department chair should have verified all candidate information before submission.)

Once candidate information is submitted, the committee will review the request and make a recommendation to the Chancellor. Upon the Chancellor's approval, funds will be made available to the appropriate department.

Internal Budget & Resource Management Process

Once a candidate is selected by the review committee, the department should provide supporting detail to Debra Fry in Budget & Resource Management (BRM). Full supporting detail should include the candidate's Other Support Pages with grant detail (or copies of award letters), the selection committee approval letter with loan amount detail and signature of Dean that represents agreement to cover shortfall, the candidate's acceptance letter with verification of UCSF appointment start date, and the complete chart string for distribution of loan support. Funding will be timed to match the needs of the recruiting department.

Within BRM, the Core Financial Plan (CFP) analyst will allocate funding to the department and will track the commitment in the CFP. A BRM institutional analysis analyst will establish a tracking system of ICR generated by each candidate funded through this program. The awards associated with the ICR tracking system must have the faculty officially listed as the PI in the award attribute.

BRM will replenish the fund annually, after fiscal year close data is collected and summarized to accurately report ICR earned by the individual faculty. The normal ICR process will occur with distribution to the School, and the balance will be returned to the loan fund. BRM will send an annual report to the faculty's department and EVCP office with remaining balance owed to fund.

After three years, the loan must be fully reimbursed from earned ICR. If a balance is owed, BRM will ask the dean responsible for the faculty recruit to provide a chart string to pay for the remaining balance of ICR owed to the fund.

Allocation Guidelines

If the recruit leaves the institution before the loan is paid, the dean will be responsible for reimbursing the fund. BRM will contact the dean to obtain the chart string for the repayment of balance owed.

The Chancellor will cover lost STIP associated with this program.

In order to limit over commitment of the fund, BRM will provide EVCP with a regular report indicating balance of loan funds available.

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MID-CAREER RECRUITMENT FUND AWARD PROCESS MAP

TASKS

