



UCSF Presidential Chair 2018-2019 Frequently Asked Questions

What is the purpose of the UCSF Presidential Chair Award?

Presidential Chairs are intended to encourage new or interdisciplinary program development or to enhance quality in existing academic programs of the University. To meet this broad goal of contributing to the enrichment of campus academic life, the San Francisco campus will use its Presidential Chair to support up to a one-year appointment of a distinguished visiting professor. It is intended that incumbents be highly visible on campus, and that their tenure be accompanied by appropriate campus-wide activities and publicity. See [APM 265 — Presidential Chairs](#) and [UCSF Guidelines \(PDF\)](#) for more details.

When was the Presidential Chair Award established and how is it funded?

The president of the University of California supports Presidential Chairs on each of the 10 UC campuses through an endowment established in 1981 by the UC Regents. The Presidential Chair Award was established at UCSF in 2000.

What are the components of the nomination packet?

The nomination packet must include all components below and be submitted in the following order as a single electronic PDF document.

1. Nomination form ([PDF](#) or [MS Word](#)).
2. Nomination statement (summary of the purpose, dates and duration of the proposed appointment and of the scholar's intended activities while at UCSF).
3. Detailed budget (\$150,000 maximum).
4. Justification of the budget (indicating compliance with UC business and finance policy).
5. Letter of support and concurrence from the Dean of the relevant School(s). As appropriate, faculty who would benefit from the appointment should also provide letters of support.
6. CV of the nominee.

How do I submit the nomination packet?

All documents must be in PDF format and submitted electronically as a single electronic file to Abby Draper at: Abigail.draper@ucsf.edu.

What is the selection process?

Nominations will be reviewed by an ad hoc Committee appointed by the Vice Provost, Academic Affairs. The following criteria are used to evaluate nominations: plan, nominee, innovation, budget, overall impact. The most competitive submissions will be those that describe how the proposed activities of the nominee will involve campus-wide visibility and translate into impact that spans departments and programs. Please review the first item of the [UCSF Guidelines \(PDF\)](#) for more details.

When and how will nominators be notified?

Notification emails with formal letters attached will go out to all nominators in March. The nominator of the selected candidate will also receive details about the appointment process, final approved budget and timeline.

Are detailed budgets required?

Both a detailed budget (\$150,000 maximum) and a detailed justification of the budget (indicating compliance with UC business and finance policy) are required for review.

May I have someone in the VPAA Office review the proposal and provide feedback before submitting it to the committee for review?

Unfortunately, no. However, you will be contacted if a component in your nomination packet is missing or incomplete. You may also be contacted if the committee has specific questions or needs more information about your proposal.

May a single nominee have more than one nominator?

Yes. However, the individual listed on the nomination form as the “primary nominator” will be the point of contact for the Vice Provosts’ Office.

How many different letters of reference do I need?

One letter of support from the Dean of the relevant School is required. Additional letters of support from faculty are recommended, especially from those who would benefit from the appointment.

What is the timeline of the selection and appointment process?

October 25, 2017: Nominations open
January 29, 2018: Nominations close
February 2018: Committee review
March 2018: Nominator notifications
Fall 2018: Appointment starts (approx.)
Summer 2019: Appointment ends (approx.)
Fall 2019: Report due (*within 2 months of end date*)

Is there a report requirement at the end of the Presidential Chair’s appointment?

Yes. At the end of the chair’s visit, the nominator or/and nominating department must submit a report to The Office of the Vice Provost within two months. The report shall provide an outline of their activities and an accounting of how the funds were utilized.

How many chairs will be selected for 2018-19?

Based on the availability of funds and the suitability of the proposals, the Office of the Vice Provost may select two to three Presidential Chairs in fiscal year 2018.

What are the dates of appointment for the Presidential Chair?

The length and dates of appointments vary. However, appointments generally start and end with the fiscal year (July 1, 2018 - June 30, 2019) or with the academic year (September 1, 2018 - August 30, 2019).

Does the position require the Presidential Chair to be on campus for a full year?

The Presidential Chair is appointed for a maximum of one year. If more than one visit is planned the nominator should explain in detail how the proposal and the University would benefit. 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. Successful candidates commit to spending a significant amount of time on campus so that they can fulfill the goals of their position.

Where can I find policy on Visiting Professors?

The policy is available on our website at: [APM 230 — Visiting Professors](#)

Will nominators receive a summary statement or other comments about their nominee?

Reviewers’ comments will not be shared with the nominators.

When will the nominations be announced?

Nominators will be notified in March, 2018.

Questions?

Visit the UCSF Presidential Chair website (click on the *Tiny URL* links below):

- Main Page: <http://tiny.ucsf.edu/PresidentialChairAward>
- Call for Nominations: <http://tiny.ucsf.edu/PresidentialChairAwardCall>
- List of Past Award Recipients: <http://tiny.ucsf.edu/PastPresidentialChairs>

Contact: Abby Draper, Abigail.Draper@ucsf.edu