

Checklist for New Faculty Appointments

Important points for discussion between division chairs and new faculty appointees:

1. Series of proposed appointment and information on how it differs in expectations and commitments from other series.
2. Proposed distribution of time: research, education, clinical, university service, administrative
3. Administrative Support Issues: Confirmation of approximately _____ % protected time to conduct research/creative activities during candidate's first year and discussion of expected % protected time if appointment renewed in second and third years.
3. Rank: Step: Percent time of Appointment
4. Total Salary: Base Salary (X); X'; Y and Z
5. Compensation Type and how determined
6. Identification and confirmation of office space.
7. Identification and confirmation of research space (if applicable).
8. Specific computer and other technology equipment that will be available (if applicable).
9. The nature of administrative support and other resources that will be available (if applicable).

Campus and School of Medicine:

1. Discussion of benefits.
2. Discussion of mentoring.
3. Discussion of parking and commuter options.
4. Discussion of library resources.
5. Discussion of information technology resources both within and outside department.
6. Expectations for University and public service (as compared to professional commitments).
7. Clarification of specific responsibilities for participation in departmental teaching and/or clinical programs.
8. Expectation of approximate _____ % time devoted to teaching (if applicable) and approximate _____ % time to clinical practice (if applicable).
9. Responsibilities of the faculty member related to the compensation plan (if applicable).
10. A copy of the plan should be provided to the candidate.
11. Provision of the "Advancement and Promotion at UCR: A Faculty Handbook for Success" and the opportunity to have questions answered about its content.