

## Charges Document: Academic Space for Clinicians Policy Task Force

**Background and Overview:** The UCSF Academic Senate Space Committee approved establishment of an Academic Space for Clinicians' Non-Clinical Activities Policy Task Force. This Charges Document identifies the Task Force's charge, deliverables, reporting structure, membership requirements, meeting frequency, and terms of dissolution.

**Charge:** The Task Force shall develop and recommend:

1. PRINCIPLES underpinning the allocation of space for non-direct-patient care activities of clinicians and their staff.
2. POLICIES that the administration would use for:
  - a. Space assignment during space planning;
  - b. Oversight; and
  - c. Governance during space utilization/management of assigned space.

**Deliverables:** The Task Force will deliver a report including recommended principles underpinning the allocation of academic space for non-direct-patient care activities of clinicians and their staff, and policies for space assignment, oversight, and governance during space utilization.

**Statement of Reporting Structure:** All proposed principles and policies shall be submitted to the Senate Space Committee for approval. The Senate Space Committee shall report final proposed principles and policies to the UCSF Academic Senate Executive Council as well as the UCSF Space Committee.

**Membership:** The Senate Committee on Committees (CoC) shall appoint members to the Task Force pursuant to its usual process. Membership shall include: (1) one member from each School, and (2) no less than two and no more than four members at-large. The CoC shall endeavor to appoint members across different academic series, ranks, and campuses (Parnassus Heights, Mission Bay, Laurel Heights, Mt. Zion, etc.), including affiliate campuses where UCSF owns and/or leases space (ZSFG, Fresno, etc.) but not affiliate locations where UCSF neither owns nor leases space (VAMC, the Gladstone Institute, etc.).

Voting members must have a faculty appointment in either the Professor Series (Ladder Rank), Professor of Clinical X Series, Professor in Residence Series, HS Sciences Clinical Professor Series, Adjunct Professor Series, or Recall Professor Series. Voting members must devote a substantial portion of their time to clinical work. Non-voting members (administrators, non-faculty, etc.), not to exceed four, may be appointed by the Chair of the Task Force.

**Frequency of Meetings:** The Task Force shall determine the frequency of meetings but shall convene no less than one meeting per month.

**Adopted:** January 12, 2018

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**Dissolution:** The Task Force shall be dissolved automatically and its members shall have no further duty upon completion of the final report. The Task Force is expected to produce a final document to the Committee by June 30, 2018.

**Adopted:** January 12, 2018