

Memorandum of Understanding  
Between the Division of Biological Sciences, University of California, San Diego  
and The Salk Institute for Biological Studies relating to:

Policies and Procedures Governing Teaching and Service  
for UCSD Adjunct Faculty from the Salk Institute

July 1, 2014

The Affiliated Doctoral Program in Biological Sciences between the University of California, San Diego (“UCSD”) and the Salk Institute (“Salk”) (the “Program”) is intended to educate students in all aspects of the scientific endeavor: the basic teachings of modern biology, the scientific method as practiced in the laboratory, the rigors of scientific thought, the ethics of science, and the ways in which students can in turn educate others.

The following policies and procedures are intended to ensure that the Program continues to be an exemplary one and that participating Salk faculty members are aware of their rights and obligations, and of the criteria for reappointment as adjunct faculty members at UCSD.

**INSTRUCTION, STUDENT MENTORING AND SERVICE REQUIREMENTS**

Classroom instruction and non-classroom student mentorship are essential parts of faculty participation in the Program, and teaching and service are necessary for maintaining adjunct status at UCSD. See the University of California Academic Personnel Manual, Section 280-16:

(<http://www.ucop.edu/academic-personnel/files/apm/apm-280.pdf>) and the UCSD Policy and Procedure Manual, Section 230-28, page 14: (<http://adminrecords.ucsd.edu/ppm/docs/230-28.pdf>).

Salk faculty members who participate in the Program are required to receive, and thereafter maintain, adjunct status at UCSD (hereinafter referred to as “Faculty Program Participant(s)”). Accordingly, all Faculty Program Participants are required to engage in (a) classroom teaching, (b) student mentoring, and (c) service to the Program.

- (a) Classroom teaching. Classroom teaching typically involves participation in graduate or undergraduate courses. Participation is defined according to the following guidelines:
- 1) Each Salk faculty participant must teach an average of three 50-minute lectures each year over each review period.
  - 2) Salk faculty participants are relieved of their teaching during the first year of their appointment in the Division.
  - 3) Salk faculty participants who are a Director of a graduate student training grant that includes students from the Affiliated Graduate Program will be

excused from their classroom teaching responsibilities during the period in which they are assigned as the Director of the training grant.

- 4) Salk faculty participants will not be asked to teach a course as a replacement for a biological sciences faculty going on sabbatical.

The classroom teaching requirement can be met using any of the following options:

- 1) Propose a new seminar course (XXXX 194). These are small enrollment (20-35 students) seminar courses that may be co-taught with one other Salk Adjunct Faculty instructor. Faculty instructors provide the course topic. The full course is a total of 15 hours of instruction for the quarter, typically meeting 1.5 hours/week for ten weeks. The course may be taught on the Salk campus.
- 2) Lecture in an existing graduate or undergraduate course. This may include leading a discussion section in one of the Division's core graduate courses. Courses in other departments that are cross-listed with Biology count towards this requirement. Teaching in a non-Biological Sciences course will count toward this requirement if Biology undergraduate majors or graduate students are enrolled in the course and the Faculty Program Participant receives an evaluation for their teaching effort.
- 3) Propose a new graduate or undergraduate course, which may be co-taught.

*Note: More information on who to contact to determine the best teaching option can be found at the UCSD Biological Sciences "Salk Faculty Information Portal" at this URL: <http://biology.ucsd.edu/education/grad/training-programs/salk-portal.html>*

Faculty will be expected to develop a teaching plan at the time of appointment and reappointment, specifically outlining how they will reach their classroom teaching contribution. The goal of establishing a teaching plan is to create a regular, on-going academic year teaching schedule.

New undergraduate courses must first be proposed to the Division's Education Committee (EC) via the committee's chair; new graduate courses must first be proposed to the Division's Graduate Committee (GC) via that committee's chair. The EC or GC will evaluate the need and appropriateness of such proposed courses within the context of the already existing course offerings; the goal is to avoid redundancy or competition among courses. Because the approval of new courses also involves review and approval by other UCSD units (including the Academic Senate Committee on Educational Policies), new course proposals must be submitted at least one year in advance to the chair of Division's Education Committee (for undergraduate courses) or to Division's chair of the Graduate Committee (for graduate courses). The process for establishing a new course can be found at:

[http://biology.ucsd.edu/\\_files/education/undergrad/ec/CourseProposalSteps\\_grad\\_FINAL.pdf](http://biology.ucsd.edu/_files/education/undergrad/ec/CourseProposalSteps_grad_FINAL.pdf)

- (b) Student Mentoring. Each Faculty Program Participant is also required to participate in student mentoring. Each faculty must participate in a minimum of one of these activities during each appointment period. Mentoring options may include, but are not restricted to those listed above. Questions about whether another option would be considered mentoring should be addressed to either of the Division's Associate Deans.
- 1) Directing the dissertation research conducted by doctoral students (i.e. supervising BGGN 297 and 299 individual instruction).
  - 2) Directing thesis work conducted by BS/MS students (BGGN 271).
  - 3) Serving on doctoral or masters students' thesis committees.
  - 4) Supervising individual research projects for undergraduate students, either as an honors thesis (BISP 196) or regular research (BISP 199).
  - 5) Presenting own research to incoming doctoral students during the faculty talks portion of Boot Camp (BGGN 208).
  - 6) Participate as Poster Judge during the annual Division Research Showcase during spring quarter each year.
  - 7) Directing journal clubs (BGJC 202 – 213).
  - 8) Directing research discussions (BGRD 203 – 234).
- (c) Service to the Program. Faculty Program Participants must contribute to the strength of the Program through service activities. Salk's Graduate Committee will ensure that this is achieved. Service activities include (but are not limited to): membership on any of the Division's standing committees (Graduate Committee, Graduate Admissions Committee, Graduate Recruitment Committee, Education Committee, Retreat Committee); attending the annual Division Science Retreat; serving as Director of a shared sponsored training grant (NIH or NSF); attending the Division's graduate student recruitment poster sessions and dinners; and interviewing prospective Division graduate students. Specific service requirements include:
- 1) Graduate Student Recruitment: It is essential for the success of the Program that Faculty Program Participants actively participate in all graduate student recruitment activities, including: interviewing prospective students and providing evaluative comments to the Admissions Committee, attending a dinner with prospective students, and offering follow-up contact with prospective students as requested by the Admissions Committee.

Division Science Retreat: All Salk Faculty Program Participants will be invited to the Division Science Retreat every year. Each Faculty Program Participant should attend the retreat at least once every three or four years. Faculty Program Participants who are not specifically designated to attend the retreat by the Salk Graduate Committee may nonetheless attend the retreat as often as they choose.

In order to qualify for reappointment, faculty must actively participate in all three of these areas. Evidence of teaching effectiveness and service must be provided during the UCSD academic review process to justify reappointment as an adjunct faculty member. Though faculty are relieved of teaching in the first year of their UCSD appointment, they are expected to participate in mentoring and service in their first year. To facilitate documentation for UCSD reviewers, the Division will email a form to each Faculty Program Participant for each review period to list teaching and service activities. Teaching as an adjunct faculty member in another UCSD department, division, or graduate program should be listed, although this teaching alone will not fulfill the Division's teaching requirement if no Biology students were enrolled in the listed courses. At any time, Faculty Program Participants may request an evaluation of whether their teaching and service activities fulfill the Division's requirements for adjunct faculty members. Faculty Program Participants should do an annual self-audit to ease the burden of reporting at time of review.

### **ESTABLISHING A TEACHING PLAN AND PREPARING FOR INSTRUCTION**

Discuss the options for teaching with the Salk faculty representative to the Division Education Committee. Use this MOU and the UCSD Biological Sciences "Salk Faculty Information Portal" (<http://biology.ucsd.edu/education/grad/training-programs/salk-portal.html>) as guidelines.

Discuss the options for teaching with the Education Committee Section Representative for the section the faculty participant will be (or has been) appointed. The Division Education Committee will discuss the plan for its feasibility and will contact the Chair of the section to prepare the formal teaching plan. The faculty participant will be asked to sign the teaching plan once all parties agree to the specifics.

If the faculty participant wishes to pursue teaching in an established course, the Education Committee representative can provide a list of courses that may be appropriate for the lecture. The faculty participant will be asked to contact the primary instructor to negotiate their participation as a lecturer in the course. All teaching activity should be listed on the Faculty Program Participant's report to the Division on teaching and service.

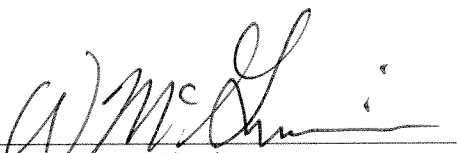
The Division's Associate Dean for Education will ensure that all new Faculty Program Participants receive preparation for their roles as instructors in undergraduate and/or graduate courses. This will include an invitation to participate in the divisional orientation for new faculty, an introduction to instructional resources, and an invitation to participate in faculty development workshops.


Questions or disputes regarding the administration of these policies and procedures will be arbitrated by the Division's Education Committee, which will include in its membership one Faculty Program Participant.

These policies and procedures are intended as a supplement to the Affiliation Agreement between The Regents of the University of California and the Salk Institute regarding the

Affiliated Doctoral Program. If there are any discrepancies between the Affiliation Agreement and this Memorandum of Understanding, the Affiliation Agreement shall prevail. These policies and procedures have been agreed upon by representatives of the affected faculty members of both institutions and are hereby approved by the undersigned on behalf of the respective institutions for the period beginning July 1, 2014, and ending June 30, 2019. This Memorandum of Understanding shall be renewable by mutual written consent of the authorized representatives of each party. The language providing mutual consent for renewal, along with any amendments or modifications of the Memorandum contained in the language, shall become part of the Memorandum and will replace or be read into relevant portions of the Memorandum.

Agreed and approved:

  
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William J. McGinnis  
Dean, Division of Biological Sciences  
University of California, San Diego

  
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William R. Brody  
President  
Salk Institute for Biological Studies

Date: 1/8/15

Date: 11/25/14