

**April 2007**

**Approved Interim Salary Action**

**ESTABLISHMENT OF NEW POSITION AS EXECUTIVE DIRECTOR-CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE AND APPOINTMENT SALARY FOR SUSAN CONWELL, SAN FRANCISCO CAMPUS**

Action under interim authority was requested as the campus wishes to move forward quickly with the appointment of the Executive Director of the Clinical and Translational Science Institute and with the establishment of the Institute.

**Establishment and Compensation:**

- (1) Establishment of new position, Executive Director-Clinical and Translational Science Institute
- (2) Slotting of new position Executive Director-Clinical and Translational Science Institute at SLCG grade 107 (minimum \$167,600 midpoint \$212,700 maximum \$257,800), per Mercer Human Resource Consulting recommendation, attached.
- (3) Appointment salary of \$180,000, 100% time
- (4) Per policy, eligibility to participate in the School of Medicine Management Incentive Program with a maximum payout of up to 15 percent of base salary
- (5) Exception to policy, a one-time lump sum relocation allowance of \$10,000 (approximately 5.5% of base salary; subject to a repayment requirement in the event that Ms. Conwell resigns within the first four years of employment). This is an exception as the candidate is a current UC employee and the relocation is within the state of California.
- (6) Exception to policy, up to five months reimbursement of living expenses (up to a monthly maximum of \$3,366). This is an exception as the policy allows for one month of temporary housing and living expenses.
- (7) Per policy, reimbursement of 100 percent of the actual moving expenses
- (8) Effective April 1, 2007 or upon approval of The Regents

Additional items of compensation include:

- Per policy, standard Pension and Health and Welfare benefits

The compensation described above shall constitute the University's total commitment until modified by The Regents and shall supersede all previous oral or written commitments.

## **BACKGROUND**

Ms. Conwell currently serves as the Director of Administration and Government Liaison for the Institute for Collaborative Biotechnologies at UCSB and possesses over seventeen years of progressively responsible experience in clinical program and research management and possesses a Bachelor's degree in Physics from the University of Texas, Arlington, and an MBA with specialization in Science and Technology Management from UC Davis. She was identified as an outstanding candidate through an open recruitment.

Ms. Conwell will serve as the Chief Operating Officer/Business Manager of the Clinical and Translational Science Institute (CTSI), which will span the four UCSF health science schools with a mission to create a comprehensive, integrated academic home that promotes research and education in clinical and translational science at UCSF, at affiliated institutions, and in participating communities. In this role, Ms. Conwell will be responsible for overseeing and coordinating the implementation of the program functions that comprise the CTSI.

The Vice Dean, School of Medicine, requested an exceptional relocation allowance and temporary living expenses reimbursement to accommodate familial obligations.

[Compensation form attached]

**SALARY FOR SUSAN CONWELL AS EXECUTIVE DIRECTOR-CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE  
SAN FRANCISCO CAMPUS**

**SLCG Grade 107 – Minimum \$167,600 Midpoint \$212,700 Maximum \$257,800**

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ITEM	RECEIVING		AMOUNT	EXCEPTION TO POLICY	APPROVAL REQUIRED
	YES	NO			
<b>SALARY AND OTHER CASH PAYMENTS</b>					
· Annual Base Salary	YES		\$ 180,000	NO	REGENTS
· Health Sciences Compensation Plan		NO			
· Additional Salary (Stipend, add-ons, etc.)		NO			
· School of Medicine Management Incentive Program (15% of base salary)	YES		\$ 27,000	NO	REGENTS
· Any other bonuses/Incentives		NO			
· Annual Incentive Plan (Treasurer's Office only )		NO			
· Senior Management Supplemental Benefit Program - eligible to receive 5% as contribution to retirement plan for total annual amount at current base salary		NO			
<b>BENEFITS AND PERQUISITES</b>					
· Standard Benefits Package (Health, UCRP, Vision, Dental, etc.)	YES			NO	
· Automobile Allowance		NO			
· Leased Automobile		NO			
· Senior Manager Life Insurance		NO			
· Executive Business Travel Insurance		NO			
· Exec. Salary Continuation for Disability		NO			
· Mortgage Origination Program (MOP) Loan		NO			
· Supplemental Home Loan Program (SHLP)		NO			
· University-provided Housing (President/Chancellors)		NO			
· Educational Expenses		NO			
· Other Perqs - please list below		NO			
<b>ONE-TIME PAYMENTS/REIMBURSEMENTS</b>					
· Payment in Lieu of Sabbatical Pay		NO			
· Relocation Allowance	YES		\$ 10,000	YES	REGENTS
· Temporary Housing Allowance-1 month per policy and she is getting up to 5 months	YES		\$ 16,830	YES	REGENTS
· Payment in lieu of Vacation Pay		NO			
· Moving Expenses/Movement of Household Goods	YES		Per policy	NO	

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**SLCG Grade 107 – Minimum \$167,600 Midpoint \$212,700 Maximum \$257,800**

ITEM	RECEIVING		AMOUNT	EXCEPTION TO POLICY	APPROVAL REQUIRED
	YES	NO			
<b>FUTURE BENEFITS</b>					
· Post-retirement Employment Agreements		NO			
· Consultant/Independent Contractor Compensation Agreement		NO			
· Severance/Separation Agreement		NO			
· Sabbatical/Administrative Leave		NO			
· Special Health Benefits or Other Benefits		NO			
<b>OTHER</b>					
· Administrative Fund Allocation		NO			
· Corporate Board Service		NO			
· Other (Specify)		NO			
<b>TOTAL ANNUAL EMPLOYEE COMPENSATION</b> (Including, if applicable, Salary, Perquisites, One-time Payments, Future Benefits, and Other)			\$ 217,000		

[Please note that all payments, reimbursements, special benefits, etc. should be listed on this form in order to be authorized by the President and The Regents. This information will be released to the Public.]