**Communication by AVC Lori Yamauchi and Vice Dean, Bruce Wintroub to leadership of SOM departments with space in Mission Hall**

Dear chairs, administrative officers and division chiefs of Clinical Departments and other units in the School of Medicine with space in Mission Hall,

Since the issuance of the October 30th communication about seat allocations in Mission Hall (which I am reattaching to this email for those who may not have seen it), many of you have expressed concern about the allocations particularly on floors 4 - 7, given that, in some cases, the allocations to individual departments/divisions were far less than their projected employee counts in Mission Hall.  This email updates the October 30th communication with a shift in approach, in response to the concerns you expressed.

The October 30th communication attached a list of seat allocations which allocated blocks of seats to the Cancer Center on the 6th floor and 4th/5th floors, for interim use by those faculty/staff moving from Mount Zion to work in the Precision Cancer Medicine Building (PCMB).  This allocation anticipated moves of the OB-GYN department, Women’s Health Clinical Research Center (WHCRC), Clinical Translational Sciences Institute (CTSI), and temporary occupants in Mission Hall (e.g. Institute of Computational Health Sciences or ICHS) out of Mission Hall to the Center for Vision Neurosciences Building on Block 33 at Mission Bay, scheduled for move in starting in January 2020.   These interim allocations were intended to be allocated in turn by the Cancer Center to individual departments which are associated with Cancer Services or Adult Services, who are moving faculty/staff from Mount Zion to Mission Bay.

The list also allocated to some departments/divisions seats on more than one floor in Mission Hall, if a department had faculty/staff associated with Children’s Services and other faculty/staff associated with Cancer or Adult Services.  The management of the seats on multiple floors was unclear, i.e. seat management by department/division or seat management by Children’s Services or Cancer/Adult Services.

The School of Medicine Dean’s Office and UCSF Real Estate are reevaluating the seat allocations to address the confusion created by the October 30th communication by:

1. Assigning seats (offices, workstations) for faculty/staff moving from Mount Zion to Mission Bay to work in the PCMB to individual departments,
2. Collocating seats (offices, workstations) for faculty/staff in a single department, rather than distributing them between floors based on affiliations with Children’s Services or Cancer Services.  In some cases, there may be a need to collocate faculty/staff working in an interdepartmental unit, such as the Pediatric Heart Center or Pediatric Brain Center.  In other cases, there may be a need to collocate staff who are technically in the Cancer Center but who work as Clinical Research Coordinators (CRCs) with other departments with those departments, instead of with the Cancer Center.

There will be space for all of Cancer and Adult Services in Mission Hall once all of the scheduled moves out of Mission Hall have occurred (OB-GYN, WHCRC, CTSI, etc.).  However there is an interim period between PCMB opening in spring/summer 2019 and those scheduled moves (most of which will occur in Q1 2020) during which there may be a shortfall of seats. Once the draft seat allocation (described in the paragraph above) is complete we will have better information about the number of seats available in the interim period, but we wanted you to be aware this is a constraint we are working with.

Once a draft revised plan for allocation is developed, a meeting will be scheduled with the chairs and chiefs of the affected clinical departments and divisions.  We anticipate that this meeting will occur in a few weeks (late January/early February).  Based on the meeting, revisions to the allocations will be made in a final allocations communications, and the Mission Hall reconfiguration committees will meet to determine where the departments/divisions seats will be located on each floor.

We appreciate your patience with this process.

Sincerely,

Bruce Wintroub                                                                                    Lori Yamauchi

Vice Dean, School of Medicine                                                           Associate Vice Chancellor, Campus Planning

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