

April 2, 2020

To: Department Chairs, Business Officers and Academic Personnel Analysts  
(via SBCHR-L and SBADM-L)

From: Cindy Doherty, Director, Academic Personnel

Re: Academic Personnel updates

I write to update you on a number of issues related to academic employees. Please share this information as appropriate with your faculty or other academic employees.

### **Administrative Leave**

As previously announced, President Napolitano has provided for 16 days of paid administrative leave for employees impacted by COVID-19. An overview and some detail is available in the [March 18 memo](#) to campus, posted on the Academic Personnel web site. Due to complexities of academic employment, we strongly encourage employees and/or departments to consult with Academic Personnel if scenarios not directly addressed in the memo arise. Office of the President has been updating their guidance quite regularly so consultation with Academic Personnel will assure you are working under the most current guidance.

Office of the President is expected to provide direction within the next few days regarding application of the *Paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act*. Further information will be shared as it becomes available.

### **Extensions of the 8-year clock for Assistant Professors, Lecturers PSOE and Assistant Researchers**

As mentioned in the [March 17, 2020 memo](#) regarding impacts of the COVID-19 crisis, employees in positions subject to the 8-year limit are eligible to request an extension of the clock under APM policy. Extensions related to COVID-19 impacts will not be included in the maximum of two allowable extensions to the clock. It is recommended that the extension not be requested until after the end of spring quarter so that the extent of the impacts to each individual are better understood and the appropriate of extension can be requested. Extensions for Assistant Professors and Lecturers PSOE will be discussed further at the Promotion to Tenure workshop which will be held at the end of April. Details regarding the workshop will be sent directly to junior faculty within the next few days.

## **Visa Processing**

Premium processing, the expedited processing of H1B visa applications, has been suspended at the Federal level. Other visa processing continues to take place but the campus is aware that this is a particularly sensitive matter for many of our academic employees. OISS recently communicated directly with all employees on visas. The communication is posted on their website at <http://oiss.sa.ucsb.edu/alerts/h-1b-updates>. Employees and department should continue to work closely with OISS on all visa related matters.

## **RASC and UCPC availability**

Both RASC (the Retirement Service Center) and the UCPC (UCPath Center) have limited some of their services due to the social distancing and remote work directives.

UCPC phone inquiry is limited to central campus escalated issues, however employees may still submit cases to the UCPC and perform self-service actions both via the UCPath online portal, <https://www.ucpath.ucsb.edu/>

Information regarding RASC services was distributed to departmental benefits representatives on March 31. Retirees or those contemplating retirement may contact RASC **by sending a secure message** through their [UC Retirement At Your Service \(UCRAYS\) account](#). Members who have been locked out of UCRAYS can call the hotline at 1-916-703-6999 and leave a message. A RASC representative will return their call as soon as possible. Urgent issues that need to be escalated should be submitted via a ticket to HR/Service Now, Benefits Administration/Retirement Process Support at <https://www.hr.ucsb.edu/ucpath>

## **July 1 merits and promotions**

Merit and promotion cases will continue to be processed. Decision letters may be slightly delayed due to remote work. All merit and promotion outcomes will be entered into UCPath centrally via mass uploads beginning in early June. We will inform the campus when the update process is complete.

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