

Academic Personnel News

UNIVERSITY OF CALIFORNIA, SANTA BARBARA • OFFICE OF ACADEMIC PERSONNEL • SPRING 2010

Words from CAP

Dave Seibold, Chair

CAP (Committee on Academic Personnel) serves as a reviewing agency for all ladder faculty non-routine personnel cases (promotions, accelerations, retentions, terminations, and most appointments, among others), and as an auditing agency for nearly all other faculty personnel cases. The Committee works to provide a fair and equitable review of personnel cases campus-wide, upholding high-quality achievement in the four areas of review (research and creative activities, teaching and mentoring, professional activities, and service to the university and the community). CAP also provides advice on system-wide and campus-wide matters pertaining to academic personnel issues.

Approximately 12 senior ladder faculty serve on the Committee annually. Nominated by the Academic Senate Committee on Committees, CAP members typically serve three-year terms. They bring extensive experience with the academic review process and familiarity with the entire campus. Nearly all members are former department chairs, the majority hold joint or affiliated appointments, some have been assistant or associate deans at UCSB, and occasionally a member has served on CAP on another UC campus.

As noted, CAP reviews all non-routine merit cases and offers its own recommendations to the AVC. Non-routine cases that involve departmental proposals for an acceleration in time, in rank and/or in step, in augmentation of off-scale salary supplement, or some combination of these, represent a special challenge. Meant to recognize the strongest cases a department sees, accelerations result after careful deliberation by units but often using their own metrics. The application of those yardsticks leads to a decision that, from the department's standpoint, represents its standards, its evaluation of cases (and often its ordering of dossiers), and a vote for recommended action for the candidate (e.g., an advancement that is a year early, an additional step of merit, or augmented off-scale equivalent to a portion of a step on the salary ladder).

Notwithstanding the detailed evaluations of specific achievements in the case

that almost always are provided, departmental letters too frequently do not also and independently discuss why an acceleration is justified (i.e., beyond a routine merit advancement that would occur in the candidate's normal review cycle). And even when those grounds are provided, the discussion in the department letter too often bears no semblance to the criteria specified in the Red Binder. As detailed in RB I-36, the bases for accelerated advancement may consist of (1) a substantial increase in creative activities (with particular emphasis on those that appear in significant venues and that would have impact beyond normal expectations); (2) prestigious awards; (3) extraordinary achievements in two or more review areas of the four standard areas of review, coupled with excellent performance in the other areas. Thus CAP strongly encourages department chairs to discuss the merits of any acceleration case in light of these RB criteria, and for candidates who read the letters as part of the safeguard procedure to be mindful of the importance of those grounds.

Departments and candidates also should be especially careful to specify the basis for accelerated advancement in instances where the case involves crossing a "barrier step" (to Associate Professor I, Professor I, Professor VI, and Professor Above Scale) before the review would occur in normal cycle. What aspects of the record during the current review period justify an early advancement? Which features of that record also triggered the consideration of a career review? The external letters solicited in connection with the career review should not be used as a substitute for evidence for the early acceleration. There must be grounds for undertaking an acceleration case that lie in the work itself and not just in the referees' assessments of the career record.

In closing, permit me to express our appreciation and admiration. CAP members understand and value the trust and responsibility associated with this service to our colleagues on campus. We also continue to be impressed with the quality of research, teaching, professional activities, and service we see in the records of those colleagues.

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Instructional Development

George H. Michaels, Executive Director, Instructional Development

WELCOME STEVE GAINES

*Dean of The Donald Bren
School of Environmental
Science and Management*

We want to welcome Professor Steve Gaines to his new position as Dean of the Donald Bren School of Environmental Science and Management, effective, January 1, 2010. Professor Gaines has been a member of UCSB's Department of Ecology, Evolution, and Marine Biology since 1994, and was the director of our Marine Science Institute from 2002 to 2005. He has served as Acting Vice Chancellor for Research and as Acting Dean of the Division of Mathematical, Life, and Physical Sciences. Professor Gaines's research focuses on marine ecology and conservation, sustainable fisheries, the design of marine reserves, and the impact of climate change on ocean ecosystems.

The mission of Instructional Development at UCSB is to help faculty members in all aspects of their teaching. From consultation on effective teaching techniques and funding for innovative curricular development, through professional production assistance with course materials, to effective classroom and online presentation, Instructional Development can be of great help. The organization does this through a range of expertise, resources and services housed in one location in Kerr Hall. Instructional Development at UCSB is also unique in the UC System for the degree of integration of all of these resources and services in one location with one mission: helping our faculty do the best job possible of bringing cutting edge research into the undergraduate curriculum.

Instructional Development has a long tradition of national recognition for excellence and has been meeting the instructional and production needs of UCSB faculty for over thirty years. Assistance is available to faculty members in the broad categories of consultation on teaching and learning, evaluation and evaluation design, ESCI administration, automated test scoring, limited grant funding for curricular development, TA training, faculty workshops, as well as production, classroom, and online instructional support services.

In addition to the range of services related to undergraduate instruction that Instructional Development provides for free, we can also apply our expertise in support of research and research dissemination on a recharge basis. We provide complete graphic design, website design and implementation, audio and video production, field videotaping, professional photography, scanning and digitizing services, large format poster printing, video conferencing, and audio-video support for campus events. All of these recharge services are available on-campus, and at much lower rates than off-campus vendors will charge.

We are always happy to consult with faculty on any and all instructional and non-instructional problems, projects, and ideas. More information is available on our website: <http://id.ucsb.edu>, or by phone at 893-8583. Please do not hesitate to take advantage of the assistance that we can provide. How may we help you?

Back-Up Care Pilot Program

UCSB is currently providing a pilot program of back-up care through Bright Horizons Family Solutions. The program is available to all Assistant and Associate Professors and provides care for both children and adults. Further information about the program is available on line at http://hr.ucsb.edu/worklife/backup_care.php or via the "Backup Care" link on the Academic Personnel web site.

2010-11 Hellman Family Faculty Fellows Application Information

ASSISTANT PROFESSORS

We are pleased to announce the third year of the Hellman Family Faculty Fellows Program. The purpose of the Hellman Fellows program is to provide financial support for the research of promising assistant professors who show capacity for great distinction in their research. The program was enabled by a generous gift from the Hellman Family Faculty Fund, which was established by the Hellman Family Foundation.

Awards will be restricted to Assistant Professors who have served two or more years as assistant professor but have not yet begun the tenure review process. The awards will vary in amount. The maximum award is \$50,000. A total of \$250,000 will be available for the 2010-11 program. Proposals must be submitted by individual faculty members. A letter of support from the chair of the faculty member's department is not required.

The quality of the research proposed is the most important criterion for selection. Awards are made without regard to the apparent timeliness or popularity of the field of study; preference will be given to research not supported substantially by other sources. Previous recipients of Hellman funds may apply, however first time applicants will be given priority. In general, junior faculty are well-funded when first hired. Problems arise in 2-3 years when start-up funding is exhausted. The Fellowship is designed to assist promising young faculty at this point in their careers. Therefore, to be eligible for an award, assistant professors will normally have served at least two years at that rank.

With the exception of faculty salaries, including summer salary, awards may be used for any research-related expenses, such as research assistants, equipment, or travel. There is no requirement that all funds be spent in one year, however award recipients are required to spend all funds before their tenure case is considered. Individuals who will be undergoing their tenure review during the award year should, therefore, not apply. All expenditures should relate to the project proposed in the Hellman application.

In determining the allocation of awards, the Executive Vice Chancellor will seek the counsel of an advisory panel comprised of tenured faculty appointed by the Academic Senate Council on Research and Instructional Resources. Applications should be brief, no more than 3 pages, and written with the understanding that they will be reviewed by a panel of faculty that may not include specialists in the field of study.

An application form is available on the Academic Personnel web site at <http://ap.ucsb.edu/resources/funding/hellman.program.pdf>

Please contact Cindy Ponce in the Office of Academic Personnel at Extension 8332 or at cindy.ponce@ap.ucsb.edu with questions.

Deadline for all application materials is April 30, 2010.
Awarded funds will be available as early as July 1, 2010.

SAVE THE DATE!

Coastal Housing Partnership and Housing & Residential Services will be hosting a noon time gathering for ladder faculty on May 12th, which will include a panel of five (5) top local real estate experts. The Realtors will host a question and answer session covering the current real estate market, insider tips, and their forecast for the next few years. Further details, including the location of the event will be distributed in the near future.

Academic Personnel AVC

After more than four years of service, Art Gossard will retire from the position of Associate Vice Chancellor for Academic Personnel on June 30, 2010. Art has done an outstanding job of maintaining the high standards of our academic personnel process and the regularity and firm schedule of our review process. We have also benefited from his insight and wisdom on many issues that have come through our offices these past years. We all thank Art for his years of wonderful service, and wish him the very best in retirement.

A search advisory committee has been formed for his replacement. Professors Alison Butler and Robert McMeeking have agreed to serve as co-chairs of the committee. The membership of the committee is listed below. A description of the position follows this announcement.

Thanks to all those who have been part of the consultation process in the formation of this committee. We are grateful to our colleagues for dedicating their time and energy to the service of our campus.

Sincerely,

Gene Lucas
Executive Vice Chancellor

SEARCH ADVISORY COMMITTEE FOR THE ASSOCIATE VICE CHANCELLOR FOR ACADEMIC PERSONNEL

Alison Butler, Co-Chair, Professor, Chemistry and Biochemistry

Robert McMeeking, Co-Chair, Professor, Mechanical Engineering

Tsuyoshi Hasegawa, Professor, History

Jill Felber, Professor, Music

Jim Blascovich, Professor Psychology

George Lipsitz, Professor, Black Studies and Sociology

Laura Romo, Associate Professor, Education

Kathy Schreiber, Professor, Anthropology

Consultant to the Committee:

Ricardo Alcaino (Director, Office of Equal Opportunity and Sexual Harassment/Title IX Compliance)

POSITION DESCRIPTION

The Office of the Executive Vice Chancellor invites nominations and applications for the position of Associate Vice Chancellor for Academic Personnel. This search is limited to tenured UCSB faculty.

The Associate Vice Chancellor is a key campus administrator reporting to the Executive Vice Chancellor. In consultation with the Academic Senate Committee on Academic Personnel, the Associate Vice Chancellor administers the campus academic personnel program. This is a half-time position, which allows the faculty member opportunity to continue research and teaching interests.

Qualifications for the position include administrative experience addressing faculty appointment and advancement decisions such as experience as a department chair, member of the Committee on Academic Personnel, or similar committees. The Associate Vice Chancellor should be knowledgeable regarding the scholarly standards of the University and of issues relating to affirmative action and diversity.

The Associate Vice Chancellor for Academic Personnel must be a person of high integrity with a demonstrated ability to administer university policies in a fair, impartial, discreet, and judicious manner.

To apply, send a curriculum vitae and a concise statement outlining your administrative qualifications. Screening will begin April 15, 2010 and will continue until the position is filled.

Inquiries, nominations, and expressions of interest should be submitted to:

Co-Chairs, Search Committee for the Associate Vice Chancellor
for Academic Personnel

C/o Office of Academic Personnel, 2034

University of California, Santa Barbara

Santa Barbara, CA 93106

2010-11 MERIT & PROMOTION ELIGIBILITY

In preparation for the 2010-11 academic personnel review cycle, the list of faculty eligible for merits and promotions to be effective July 1, 2011 is now available to departments.

Chairs, Business Officers, and any other staff in a department who have access to the on-line cases processing system will also have access to the eligibility information. In addition to viewing the lists you may download to Excel or print a PDF version.

Continuing Lecturer eligibility will be available on line in the fall. Professional Researchers and Academic Coordinators will be available as a hard copy in the fall. For all other academic titles- eligibility is maintained by the home department.

Academic Personnel Office
<http://ap.ucsb.edu>
phone: 805-893-3445
fax: 805-893-5173
4105 Cheadle Hall

Ad Hoc Personnel Committees

ADAPTED FROM RED BINDER I-60

Ad hoc review committees are required as part of the review process for recommendation for termination, and appointment or promotion to tenure or security of employment. An ad hoc committee may also be appointed for any advancement when CAP or the Associate Vice Chancellor for Academic Personnel feel that additional expert analysis is required in order to make a more informed recommendation. The membership, deliberations and recommendations of the committee are strictly confidential. CAP may act as its own internal ad hoc committee in cases other than appointments or recommendations for termination.

If you are asked to serve on a committee:

Ad hoc review committees are made up of the chairperson, two other members, and a non-voting departmental representative. Faculty members are nominated by CAP and appointed by the Associate Vice Chancellor for Academic Personnel. Other faculty in the candidate's department or others who may have a conflict of interest (i.e. co-author on a publication, relative) may not serve as members of the committee. Members are selected based on their knowledge of the general field of research of the candidate. The Chairperson of the committee is responsible for writing the committee report.

The department representative participates in the discussions and presents any relevant information that he or she wishes or is requested to provide, but will not contribute to, or see the report of the committee. The department rep must have (1) participated in the departmental review and voted on the case; (2) have familiarity with the research area of the candidate; and (3) will be in residence during the quarter the case is likely to be considered

If there will be an ad hoc committee considering your case:

Faculty have the right to make certain requests concerning the make up of the committee reviewing their case. Requests should be submitted by the faculty member directly to the Associate Vice Chancellor for Academic Personnel. Requests will be kept confidential and will be honored to the extent possible. Faculty members may request the following prior to the formation of the ad hoc committee:

- a) in cases of a split departmental vote, that both a majority and minority opinion department representative be appointed to the committee.
- (b) that a member of the review committee be appointed from outside UCSB
- (c) that a limited number of specific faculty members from his or her department not be appointed to the ad hoc committee to review his or her case. In no case may more than 20% of the department faculty eligible for service on the particular review committee be excluded, except that one person may be named no matter how small the department.

The report of the committee is considered a "reviewer report" and will be provided in redacted form, upon request, to the candidate after the final decision is made on the case

The Red Binder

The Red Binder, so called because each campus department used to have a hard copy version in a real red binder, contains the UCSB interpretation and implementation of UC System-wide academic personnel policies. These system-wide policies can be found in the Academic Personnel Manual (APM). Both the Red Binder and the APM may be accessed electronically via the Academic Personnel web page at <http://ap.ucsb.edu>.

Updates to the Red Binder occur whenever there are changes in system-wide policy, academic bargaining agreements or campus practice, or in order to clarify or simplify existing policy and procedure. Updates are subject to review by various levels of the faculty and the administration and are approved by the Associate Vice Chancellor for Academic Personnel.

A number of updates were made to the Red Binder in February. The changes were mainly technical and clarifying in nature. An annotated set of the changes is available on the Academic Personnel web site. A new round of updates will be out for review in the next few months. Suggestions for changes or clarification to the Red Binder or general policy questions may be sent to Cindy Ponce, Academic Personnel Director, at cindy.ponce@ap.ucsb.edu

Current and up-to-date furlough information can be found online at:

<http://ucsb.edu/campus-topics/budget>

<http://hr.ucsb.edu/budget/Furlough-Salary-Reduction-Plan.php>

Information on the Faculty Partial Exchange Program can be viewed online at:

<http://ap.ucsb.edu/forms.and.information/furlough.exchange.program>

*Our next quarterly newsletter is scheduled for Summer 2010
Please e-mail a question to, cindy.ponce@ap.ucsb.edu, that you
would like to see featured in the next edition.*

Academic Personnel Q&A

I'M CONFUSED ABOUT THE USE OF THE TITLE "LECTURER" AT UCSB. WHAT EXACTLY DOES IT MEAN?

There are three different categories of employees called "Lecturers" at UCSB. Because the titles are so similar it can be confusing to differentiate between them. Here are brief summaries of each, as well as links to further information.

Lecturer with Security of Employment (SOE): There are three ranks within this series, Lecturer with Potential Security of Employment (PSOE), Lecturer with SOE and Senior Lecturer with SOE. The three ranks are parallel to Assistant, Associate and Full Professor and policies and procedures are in general the same as for ladder faculty. Appointees to this series are members of the Academic Senate and hold a budgeted provision (state funded position). SOE provides rights similar to those that come with tenure for ladder faculty. Further information is available in APM 135, APM 285, and Red Binder I-56 via the Academic Personnel web site at <http://ap.ucsb.edu>

Non-Senate Faculty (NSF) Lecturer, Unit 18 Lecturer: These are all terms used to describe Lecturers who have their employment governed by the memorandum of understanding between the University and American Federation of Teachers (AFT). There are only two ranks within this series, Lecturer and Senior Lecturer. Senior Lecturers are expected to provide service of an exceptional value to the University. Within this group of Lecturers there are two subgroups:

Pre-six Lecturers, or those employed within their first 18 quarters within a department, are always given term appointments, usually of one, two or three quarters at a time. Once a Lecturer has been employed for 18 quarters they can attain the status of Continuing Lecturer (or Continuing Senior Lecturer). At that point the appointment is made with an indefinite end date. However, this is not the same as Security of Employment because lay off or reduction of time is still possible under certain circumstances.

Further information about these two groups may be found in Red Binder II-1 through II-10 and in the MOU. Both are available at <http://ap.ucsb.edu>. To access the MOU, click the "Collective Bargaining Contracts" link and then select "Non-Academic Senate Instructional Unit-Memorandum of Understanding".