

Academic Personnel News

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

Words from the AVC

Art Gossard, Associate Vice Chancellor

We are fortunate that, in spite of the various university cutbacks this year, the faculty merit and promotion program at University of California is continuing in a normal fashion for the 2009-2010 year. The academic departments, the deans' offices and the Committee on Academic Personnel have been working hard in the preparation and handling of the academic advancement cases at UCSB and we anticipate seeing a similar number of cases to the 325 that were handled last year. The merit and promotion process represents our university's shared governance at its best, with maximum faculty involvement and maximum transparency at all stages. The result of the process is the opportunity for the outstanding research and teaching that our faculty perform to be recognized and rewarded at each step of the way.

New developments this year include improvements in our local UCSB regulations (in the so-called UCSB red binder) to allow for more flexibility for advancement to and within the special steps on the academic ladder leading to the full professor level. This will allow faculty members to continue to advance more readily through the intermediate steps. In addition, faculty members in the assistant professor ranks will continue to have access for support of their research toward tenure from the Hellman Family Faculty Grants program. In other areas, progress continues to be made toward start of construction of our new North Campus faculty housing as we continue to strive to make the campus a family friendly home for our faculty. I am pleased to share these steps with you as we work to make UCSB a great place to be a faculty member.

Housing Update

NORTH CAMPUS HOUSING

From a recent memo to faculty on the North Campus Wait list:

This is an update on Ocean Walk at North Campus, our newest planned faculty housing community. Our primary goal continues to be to deliver affordable, quality housing to meet the needs of our faculty. We have made progress towards this goal, as we have obtained approval for construction funding from the Office of the President and we are now out to bid for the first phase of 22 homes. However, we are still working to obtain final agency approvals, and because the Coastal Commission conditions do not allow us to start construction during the rainy season, our construction start date is delayed until May 1, 2010.

Under the current schedule, we will open the construction bids in January. We will continue working to obtain final signoffs that we have satisfied the Coastal Commission conditions for the entire project of 161 homes. Thereafter, the construction contract will be awarded. While the construction start is delayed until May 2010, we should be able to make up much of this time in order to deliver the first phase of 22 homes in early 2011.

We share the frustration of those of you who are waiting to purchase one of our new homes and thank you for your patience. We are confident that when completed, the first 22 homes will meet your expectations both in quality and price. The community that we are developing on our North Campus will be exceptional, and we all expect it will be successful in meeting faculty needs, thus enabling our campus to continue to recruit and retain outstanding faculty in the future.

CONTENTS

1....Words from the AVC; Faculty Housing Update

2....Workshops & Training; OISS: International Hires; E-Verify

3....Non-Senate Faculty Award Call

4....Counting Documents in a Case; Academic Personnel Q&A

International Faculty/Researcher Updates

Mary Jacob, Director, International Students and Scholars

WORKSHOPS & TRAINING

Academic Personnel Certificate Courses

Research Titles:

Jan. 21, 1:30 - 4:00pm

Student Titles:

Feb. 24, 1:30 - 4:00pm

Teaching Titles:

March 16, 9:00 - 11:30am

Additional Compensation:

April 22, 9:00 - 11:30am

To register for classes, please

log on to the AP website at:

<http://ap.ucsb.edu>

Academic Personnel Office

phone: 805-893-3445

fax: 805-893-5173

4105 Cheadle Hall

Hosting International Scholars

Faculty and staff can find helpful web information about bringing international faculty, researchers and visitors to UCSB in the For Departments section of the Office of International Students and Scholars (OISS) web site at <http://www.oiss.ucsb.edu>. The “Hosting a Scholar” link provides information on a range of topics that will assist a UCSB sponsor in responding to the needs of the scholar after their arrival. Many times the ability of an international scholar to access UCSB services depends on how they are affiliated with UCSB. Information about the local community and services is available at the “Current J-1 Scholar” link in the Scholar section of the OISS web page.

International Scholar Orientation

OISS now provides an orientation for new international faculty and researchers on the first and third Fridays of the month from 10:00 – 11:00 a.m. in the OISS Classroom, Room 3154 in the Student Resource Building.

Updating PPS and the I-9 Form

OISS takes this opportunity to remind departments that they need to update both the PPS record and I-9 Form when an international scholar obtains a new immigration visa status or extends the time on their current visa status. Information about updating the I-9 Form is available at

<http://www.oiss.ucsb.edu/Departments/I-9FormInstructions.aspx>

NOTE: Immigration has been auditing UC campuses and one of the things they check is the I-9 documentation in the employing department.

E-Verify

As of September 8, 2009, the University of California began participating in the Federal government’s E-verify program. E-Verify is an Internet-based system that allows an employer, using information reported on an employee’s Form I-9, to determine the eligibility of that employee to work in the United States. Employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to use E-Verify to determine the employment eligibility of employees performing direct, substantial work under those federal contracts.

Departments will be notified if they have contracts that require E-verification and will be provided with a user ID and password for the system. Any new or existing employee assigned to covered contracts must be e-verified unless they were hired prior to November 1, 1986. The initial population is very small at UCSB and therefore departmental training will be done individually as needed. Further information on E-verify is available at:

<http://accounting.ucsb.edu/e-verify>

2010-11 Award Call

UC SANTA BARBARA NON-SENATE FACULTY PROFESSIONAL DEVELOPMENT GRANT

In accordance with the contract with Unit 18 negotiated by the UC-AFT, the University created a fund for professional development for non-senate faculty (NSF) members. The Non-Senate Faculty Council on Professional Development, a committee of five current non-senate faculty members, is charged with reviewing applications for these funds and making recommendations to the Executive Vice Chancellor.

The relevant clause of the contract is as follows: Individual NSF will be eligible to submit requests for funding to support proposals for professional development including but not limited to professional meetings, training seminars, software and paid leave, all of which should be in support of pedagogical endeavors. Only those NSF with Continuing Appointments will be eligible to submit requests for paid leave. (9.F.2)

Eligibility: Funds are available for use by all UCSB non-senate faculty, regardless of type or length of appointment. However, funds may be used for course relief only by NSF with Continuing Appointments. Recipients must have an active appointment while completing the project and when the expenses are reimbursed. Although past recipients of NSF Development Fund Grants may apply, some preference may be given to new applicants, especially for large grants.

Types of Proposals: The Council calls for a wide range of proposals related to non-senate faculty development. Funds may be used for conference and research travel, course relief, workshop attendance, creative/research projects, materials specifically related to a special project, or for other purposes related to non-senate faculty development. The Council encourages the use of other funding sources in conjunction with these awards.

Restrictions: While the fund is designed to offer support for a wide range of activities and projects, it cannot finance entire conferences, pay dues for professional organizations, or support curriculum development projects normally financed by university departments and organizations. Applicants should limit themselves to one proposal per year. Awards will be granted in two categories: small (up to \$1,000) and large (over \$1,000). Due to the limited size of the fund's resources, fewer large grants will be awarded than small grants. NSF may only receive one grant per academic year. Depending on the type and number of applications received, the Council reserves the right not to fund participants who have received an award in the preceding year.

Award Criteria: Awards will be granted according to the potential benefit to the professional development of the faculty member, the feasibility of the project, and its potential contribution to the university community. Funds awarded in response to this call for proposals are to be used between July 1, 2010 and June 30, 2011. In exceptional circumstances, the Council will consider projects whose duration does not fall entirely within the period.

Deadline: Monday, April 5, 2010

The application and procedures can be found at:

<http://ap.ucsb.edu/resources/funding/nsf.professional.development.funding.2010.11.pdf>

Adapted from Red Binder I-75, Appointment and Advancement

The departmental letter and the bio-bib must present the publication record for the review period according to the following format:

[A] Published work; work that has appeared in final, published format

[B] Work in press; work that has been formally accepted, completed, and is in the process of being published. In-Press work is counted toward advancement and evidence should be supplied documenting the In Press status

[C] Work submitted; work that has been submitted but not yet accepted. Such work is required to be included in the case. It is not usually counted for the advancement, but it is used as evidence of continuing scholarly productivity.

[D] Work in progress; work that has not been completed and is available for review. Such work is not counted for the advancement, but it can be used as evidence of continuing research activity. Departmental practice will dictate if work in progress is included in the case.

On the bio-bib a line should be drawn separating all new items from ones which in one form or another were part of the review file underlying the last successful advancement. In addition items that were included in an earlier case should include an explicit indication of their subsequent change in status using the following notation system:

*Previously listed as Work In Press

**Previously listed as Work Submitted

*** Previously listed as Work In Progress

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

HOW DO I GET A COPY OF THE CAP REPORT OR DEAN'S LETTER FROM MY PERSONNEL CASE?

Every academic employee is entitled to access to the “reviewing agency” reports from their personnel reviews after the review is complete. Reviewing agencies are defined as anyone outside of the Department that reviews the case. This includes the Dean, the Committee on Academic Personnel (CAP) and ad hoc committees. A Department Chair's confidential letter and any other correspondence between reviewing agencies, if they exist, would also be provided at the time of the request.

Requesting reports is easy. Once you have received the final decision letter for your case, simply send a request by e-mail or memo to the Academic Personnel office. The request can be directed to Art Gossard, the Associate Vice Chancellor, or to any staff member. You can request reports from past reviews as well; you just need to state which reviews you are requesting. Reports are normally available within a few days of the request.

Reviewer reports can be very helpful in preparing for future reviews. They will point out both the strengths and weaknesses in the record and provide the analysis done in formulating the final recommendation on the case. While faculty often request the reports when the outcome of a case is less than requested by the Department, it is recommended that you request them in reviews with positive outcomes as well. Since the reports are provided only to the faculty member to whom they belong, you are also encouraged to share the reports with your department chair so that they can also be aware of any issues raised by reviewers.

Current and up-to-date furlough information can be found online at:
<http://www.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/>