

# Academic Personnel News

UNIVERSITY OF CALIFORNIA, SANTA BARBARA • OFFICE OF ACADEMIC PERSONNEL • SUMMER 2011

## A Capsule View of Summer Sessions Operations

*Carol Braun Pasternak, Dean, Summer Sessions*

Summer Sessions coordinates credit-bearing courses during the summer that are part of the curricula of UCSB academic departments. Though Summer Sessions currently processes the payroll for the instructors, the instructors are recommended by the departments and approved by the Deans. The faculty salaries are directly funded by the unit fees, which are paid to the campus by the students attending the summer term.

The process of setting Summer curricula and hiring faculty begins the Fall before when the EVC informs the Divisional Deans of goals regarding how many courses should be taught within a designated budget. The Deans then send a call for curriculum to their departments, with tailored instructions regarding course targets, budget, and a mix of instructors drawn from ladder-rank, lecturers, and graduate students. Departments propose to the Deans the courses that should be taught and the sessions in which they want them offered and also recommend the instructors for the courses. It is then the Dean's turn to approve the proposed curricula and slate of instructors and forward the plans to the EVC.

Faculty salaries are determined on the basis of the annual salary in place on June 30 (per APM 661, which designates 17% for two courses, i.e. 8.5% for one). Unit fees pay salaries and financial aid (32% of the unit-fee income goes directly to aid), as well as certain administrative costs. There is, then, a direct relationship between the ability to offer the classes and course enrollments. If a class doesn't make standard minimum enrollment, Summer Sessions consults with the department and dean to determine whether the

class should be cancelled or the instructor given the opportunity to teach it at a prorated salary.

In addition to the courses that Summer coordinates in "Main Session," we administer a variety of Special Programs, which range from "pre-college" to International Travel Study. Faculty serve as directors of such programs as well as instructors. Part of the mission of Summer Sessions is to provide a framework for curricular and pedagogical initiatives, especially those not possible during the academic year. These programs incorporate courses that enrich the departmental curricula, develop new areas of study, and also enable experiences possible only through a particular conjunction of courses with extraordinary activities, location, or events. These opportunities draw from and feed into faculty research interests, making available to the undergraduate student body another facet of their expertise.

### Faculty Handbooks

The UCSB and UCOP Faculty Handbooks are guides designed to provide useful information for ladder rank faculty. The information in these handbooks are offered as valuable tools in directing faculty to resources on campus and in the UC system to help support and facilitate their needs. Links to these handbooks can be found on the Academic Personnel website at [www.ap.ucsb.edu](http://www.ap.ucsb.edu) under "Resources for Academics."

### CONTENTS

- 1....Summer Sessions; Faculty Handbooks
- 2....Recognition of Retired Faculty; Q & A
- 3....Update on North Campus Housing

- 4....New University Librarian Appointed
- 5....Completing a Bio-Bibliography

# Recognition of Retiring Faculty

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The following faculty retired during the past academic year. We congratulate them and wish them well in their future endeavors.

## End of Fall Quarter

|               |  |
|---------------|--|
| Thomas Hooker | Chemistry                              |
| Robert Jacobs | Ecology, Evolution, and Marine Biology |
| Rajnish Mehra | Economics                              |

## End of Winter Quarter

|                        |                                 |
|------------------------|---------------------------------|
| Abigail Solomon-Godeau | History of Art and Architecture |
|------------------------|---------------------------------|

## End of Spring Quarter

|                      |   |
|----------------------|---|
| Daphne Bugental      | Psychology  |
| Douglas Daniels      | History and Black Studies                         |
| Paul Hansma          | Physics   |
| Carl Harris          | History   |
| Oscar Ibarra         | Computer Science                                  |
| Kenneth Moure        | History   |
| Pierre Petroff       | Electrical and Computer Engineering and Materials |
| Harvey Sharrer       | Spanish and Portuguese                            |
| Ernest Sturm         | French and Italian                                |
| Pieter Van Den Toorn | Music   |
| Fred Wudl            | Chemistry and Materials                           |
| Oran Young           | Bren School                                       |
| Rebecca Zwick        | Education   |

# Q & A

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## WHAT IS THE DIFFERENCE BETWEEN SOLICITED AND UNSOLICITED LETTERS?

In certain kinds of personnel cases such as new appointments and major advancements, letters of evaluation from reviewers external to the department are required to be part of the case. Guidelines for letters of evaluation are outlined in Red Binder I-46. Solicited letters are, as their name denotes, “solicited” by the department from the letter writer using the “Sample Letter for Extramural Evaluation” found in Red Binder I-49.

Faculty under review have the right to recommend names of individuals they would like to be considered as external evaluators. A faculty member may also request that the department not contact certain individuals. Because the identity of letter writers is confidential, the candidate is not informed of which potential writers are contacted or which respond. Care is to be taken throughout the process to protect the identity of the writers. After the chosen referee has received the request to evaluate the candidate’s performance, the writer will submit their letter directly to the department. The candidate will only have access to this letter in redacted form.

At times, letters may be sent directly to the department from former students or colleagues who are aware the review is taking place but from whom the department has not solicited the letter. These letters are considered “unsolicited.” Each of these letter writers must be sent a sample “thank-you” that outlines the University’s confidentiality procedures for extramural evaluations. Like solicited letters, the candidate will have access to redacted copies and, as with solicited letters, the letter writer’s identity must be kept confidential throughout the process.

# Ocean Walk at North Campus: Faculty Housing Update

*Gene Lucas, Executive Vice Chancellor*

## ***Excerpts from a recent memo to faculty on the North Campus Housing wait list:***

As you know, Phase 1 of the Ocean Walk at North Campus housing development is under construction. This is the first new faculty housing in nearly 25 years and I am excited that we are nearing the initial sales. This is the first phase of the North Campus faculty housing project, which will consist of 156 new faculty homes when completed.

I am writing to update you on the current status of the project and to make a few project-related announcements. Construction is scheduled to be completed by late July and soon we will be able to sell individual homes to our faculty. The first phase of homes consists of 22 units -- 8 single-family detached residences and 14 two-story townhouse units -- all located along the southwest side of Marymount Way and east of Phelps Creek in Goleta.

(1) **Project Website:** The website for the project is now live and can be found at [www.oceanwalk.ucsb.edu](http://www.oceanwalk.ucsb.edu). The website provides information on unit pricing, size, floor plans, amenities, and the site. We will continue to add content to this site in the coming weeks.

(2) **Pricing:** The units will range in price from \$379,900 for the smaller units to \$624,900 for the larger, one-story single-family units. The 8 single-family homes are approximately 2,131 square feet and will have 3 bedrooms plus an office with a 2 car attached garage. The townhomes range from approximately 1,386 to 1,753 square feet, and will have at least 2 bedrooms plus an office, and either a 1 car attached garage and 1 car assigned parking space or a 2 car attached garage.

(3) **Features:** Standard features include granite counter-tops in kitchen; stainless steel Energy Star appliances; ceramic tile in entries, kitchens, baths and laundries; gas burning fireplaces; carpeting in living areas; dual glazed windows; and Corian counter-tops in the bathrooms.

(4) **MOP Loans:** Faculty who are already on the North Campus waiting list and planning to use a MOP Loan should verify that their MOP Loan Eligibility Period is current, and if not, request an extension through their Department to Academic Personnel. If they have not done so, they should contact John Gaffney at x3772 or [jgaffney@housing.ucsb.edu](mailto:jgaffney@housing.ucsb.edu) to get pre-approved for their MOP Loan.

Phase 2 of the North Campus faculty housing project, which is already underway, will include 37 homes; construction is scheduled to begin this fall. We anticipate that faculty will be able to move in by late Summer 2012. Timing of subsequent phases will be determined according to demand.

When fully built out, the project will include a clubhouse, swimming pool, barbecues, tot lots, and walking trails. It is currently anticipated that many of these amenities will be constructed in the second or third phase of the project. The property includes a significant amount of open space. Approximately 10 acres of the 26-acre site will be maintained as wetlands, grasslands, and buffers. In addition, 652 acres of coastal bluffs adjacent to the property have been set aside as perpetual open space by the University, Santa Barbara County, and the City of Goleta.

## **AP Staff Contacts**

The Academic Personnel Office has experienced a few changes over the past few months including personnel changes. Current contact information is as follows:

**John E. Talbott**, Associate Vice Chancellor x2622  
[john.talbott@ap.ucsb.edu](mailto:john.talbott@ap.ucsb.edu)

**Cindy Doherty**, Director x8332  
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**Viktoriya Filippova**, Personnel Analyst x5428  
[viktoriya.filippova@ap.ucsb.edu](mailto:viktoriya.filippova@ap.ucsb.edu)  
Physical Sciences, Creative Studies, Engineering, Academic Programs, Department of Art, Theater & Dance, English, MATP, and Religious Studies

**Emily Parsons**, Personnel Analyst x5429  
Social Sciences, Bren, Education, Humanities & Fine Arts except departments listed above

**Stephanie Jordan**, Office Manager x3445  
[Stephanie.jordan@ap.ucsb.edu](mailto:Stephanie.jordan@ap.ucsb.edu)  
PPS and general questions, additional compensation

Up to date contact information for the Academic Personnel office is always available via the Academic Personnel web site at: <http://ap.ucsb.edu/contacts/>

# New University Librarian Appointed

Denise Stephens has been appointed University Librarian, effective July 1, 2011. She is currently the Strategic and Organizational Research Librarian at the University of Kansas, where she previously had oversight of library and information technology activities as Vice Provost for Information Services and Chief Information Officer from 2005 to 2010. Her experience includes lead roles in library research, library administration and planning, information management and policy, and program assessment at the University of Virginia, the University of Kansas, and Syracuse University. She was the acting University Librarian at Syracuse before returning to the University of Kansas to assume the Vice Provost role. She holds a master's degree in library science from the University of Oklahoma and is an alumna of the Association of Research Libraries Leadership and Career Development Program. Her research interests include organizational and change leadership, an area in which she has produced several publications and presentations. Denise has served on numerous library and information technology advisory committees and boards, including the Depository Library Council of the U.S. Public Printer, BioOne, the Simmons College Ph.D. program in Managerial Leadership, the Great Plains Network, Educause, and the Kansas Research and Education Network.

## **Search Advisory Committee for the University Librarian**

Jane Conoley, Co-Chair; Dean and Professor, Gevirtz Graduate School of Education

John Talbott, Co-Chair; Associate Vice Chancellor for Academic Personnel; Professor, History

Gerardo Aldana, Associate Professor, Chicana and Chicano Studies

Timothy Benson, Associated Students Representative

Omer Blaes, Professor, Physics

James Blascovich, Professor, Psychology

Michael Brown, Acting Dean of Extended Learning Services; Professor, Counseling, Clinical, and School Psychology

Mattanjah de Vries, Professor, Chemistry and Biochemistry

Jennifer Earl, Associate Professor, Sociology

Colter Frazier, Library Assistant, Davidson Library

James Frew, Associate Professor, Bren School of Environmental Science and Management; Chair, Academic Senate Committee on Library, Information, and Instructional Resources

Frederic Gibou, Associate Professor, Mechanical Engineering

Jason Linn, Graduate Students Association Representative

Lorraine McDonnell, Professor, Political Science

Laurie Monahan, Associate Professor, History of Art and Architecture

Eunice Schroeder, Music Librarian

David Tambo, Head of Special Collections, Davidson Library

Ann Taves, Professor, Religious Studies

Bruce Tiffney, Dean, College of Creative Studies; Professor, Earth Science

Heather Zheng, Associate Professor, Computer Science

Consultant to the Committee:

Ricardo Alcaíno, Director, Office of Equal Opportunity and Sexual Harassment/Title IX Compliance

# Completing a Bio-Bibliography

ADAPTED FROM THE RED BINDER I-27

It is the responsibility of each faculty member to maintain an up to date bio-bibliography (bio-bib). The bio-bib should contain information ending at the campus cut-off date of September 15, or the date established by the candidate's department if an earlier date has been established. Information that falls beyond that date will not be considered in the review.

The first page of the bio-bib should contain an abbreviated curriculum vitae. The following categories should be included in the short cv: Education, Area(s) of Specialization, Professional Experience, and Professional Organizations. Following the first page, the bio-bib must contain a comprehensive and complete itemized list of publications (or other creative activity) for the entire career. Items should be identified as published, in press, submitted, and in progress.

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 and should be clearly identified with an explicit indication of their subsequent change in status using the following notation system:

\* for items previously listed as Work In Press

\*\* for items previously listed as Work Submitted

\*\*\*for items previously listed as Work In Progress

Footnotes should indicate the number of the publication from the prior review (i.e. previously item B-1). If a change in title has occurred since the last bio-bib, the footnote should also indicate the previous title. If the previous action resulted in an increase in off-scale supplement only or a no-change decision, two sets of lines may be used to differentiate between what was included in the previous case vs. what took place during the review period. The departmental letter should explain the use of two sets of lines.

The Teaching Section should contain an itemized, chronological (by quarter) list of workload since the last successful review. This list should include: quarter and academic year, course number, course title,

course format, unit value, enrollment, share of teaching assignment, and indicate if evaluations are available. If the Budget and Planning print out is used information concerning the availability of evaluations must be added. The bio-bib should also contain a statement of normal teaching workload for the department overall (e.g., 2-2-1) and a brief explanation of any deviations from this workload (e.g., sabbatical, administrative assignment). A listing of graduate committee (MA and Ph.D.) service and related information since the last successful review must also be included. It should be clearly stated if service was as Chair or a member of the committee. The bio-bib should also indicate if the degree was completed during the current review period. If a cumulative list is maintained for any of the teaching categories, a line must be drawn to show which activity is new since the last review.

The bio-bib must contain an itemized list of professional activities in appropriate categories (e.g., seminars, workshops, book reviews, professional memberships, extramural grants, refereeing for journals, consulting, and so forth) that have occurred since the last successful review. If a cumulative list is maintained, a line must be drawn to show which activity is new since the last review.

The bio-bib must also include an itemized list of various activities of University and Public Service by categories or level (e.g., department, Senate, administration, community, governmental, and so forth) that have occurred since the last successful review. If a cumulative list is maintained, a line must be drawn to show which activity is new since the last review.

A sample bio-bibliography can be found in Red Binder I-28.

*Our next quarterly newsletter is scheduled for Fall 2011  
Please e-mail a question or topic to, [emily.parsons@ap.ucsb.edu](mailto:emily.parsons@ap.ucsb.edu) that you  
would like to see featured in the next edition.*

Questions? Contact us.  
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