

Academic Personnel News

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

What's Involved in Serving on CAP?

Patricia Cline Cohen, Chair of CAP

Every January, the Committee on Committees starts staffing next year's Committee on Academic Personnel. CAP's 13 members normally serve for 3 years each, with an annual turnover of 3 to 4 members. Our workload is heavy, certainly—some 350 reviews each year. But it is a pride-enhancing job. Over three years we see in detail the quality of research, teaching, professional activity and service of nearly the entire UCSB faculty, and it is very impressive.

Over the years, CAP has honed a system of group review that allows efficiency of effort while still drawing on the collective wisdom of the committee. The CAP chair reads each case and assigns two members to prepare a draft report. Casefiles vary from simple to complex, from 10 pages to 75 pages (due to long bio-bibs or external letters). The two reviewers survey the boxes of “one-of-a-kinds”—publications, teaching evaluations, and more—that trundle forward with each case. They also have full access to prior agency reports by department, dean and CAP. When CAP meets, their draft report is distributed and read aloud, and the full committee discusses the recommendation. CAP's mandate is to provide a fair and equitable review; we are the only agency in the chain of recommenders to have an all-campus overview of the system. The finalized CAP report reflects the committee's considered judgment.

New appointees to CAP generally rank at the upper reaches of full professor. We meet once a week, October to January, and twice a week, February to June, with occasional summer meetings. Most members are able to negotiate a course release with their Chairs depending on workload in the department. But the real boon comes with the demystification of our personnel process and the enhanced pride we all feel in our amazing colleagues. Plan now for when, in your career, you might like to serve on this important campus committee!

Ratification of Academic Student Employee Contract

On December 3, 2010, the University of California and the United Auto Workers (UAW) announced the ratification of a new contract to cover ASE employees at UC. ASEs include Teaching Assistants, Teaching Associates, and Readers.

The contract remains, for the most part, unchanged from the prior contract. Major changes include:

- Annual 2% salary increases beginning October 1, 2010. Pay increases will be implemented in March, 2011, with a retroactive lump sum payment to accommodate the months of October through February. Further information, including the updated salary scales, will be disseminated in February.

- An increase in the Childcare reimbursement maximum from \$300 to \$600 per quarter. In addition, reimbursement will be allowed during Summer Session(s) up to a total of \$600 for the full summer period.

Questions concerning ASE appointments or the new contract may be directed as follows:

Graduate Division: Christian Villasenor, christian.villasenor@graddiv.ucsb.edu, x2013

Academic Personnel: Cindy Doherty, cindy.doherty@ap.ucsb.edu, x8332

Labor Relations: Caroline Adams, caroline.adams@hr.ucsb.edu, x4669

CONTENTS

1....Serving on CAP; Ratification of ASE Contract

2....Research Development: A Focus on Assistant Professors

3....2010 Salary Equity Reports; Faculty Administrator Searches

4....2011-2012 Non-Senate Faculty Professional Development Grants

5....2011-2012 Career Development Awards Call

6....Postdoctoral Scholar Evaluation Process; Academic Personnel Q&A

Research Development: A Focus on Assistant Professors

Meredith Murr, Director of Research Development

The mission of the Research Development Team in the Office of Research is to support campus faculty and researchers in obtaining research funding. Although our services are available to all faculty, we put a special emphasis on engaging assistant professors to help them navigate successfully through preparing their first research proposals.

If you are wondering where to start, we have developed an overview of the entire proposal preparation process in the Researcher's Toolbox on our website (<http://www.research.ucsb.edu/toolbox/>) – from conceptualizing the research idea, to identifying potential sponsors, to proposal and budget preparation, to proposal submission, to the Sponsored Projects Office, to accepting and managing awards.

The Research Development services fall into three categories:

- identifying funding opportunities
- proposal development consultations
- workshops

Here is a brief overview, and all of our services are described in more detail on our website (<http://www.research.ucsb.edu/research-development/>).

Identifying Funding Opportunities: The competition for research funding is intense and is only becoming more difficult. The best way to cope with this trend is to strategically decide which programs to apply for based on the fit between your project and the mission and goals of the funding agency. Our team will help you decide which opportunities give you the best chance for success. Contact any member of our team to schedule a meeting. In addition, we publish a Funding Resources Newsletter, a monthly compilation of funding opportunities (<http://www.research.ucsb.edu/research-development/find-funding/>). All funding opportunities are updated daily online in our new Funding Opportunities Database (<http://www.research.ucsb.edu/funding/Opportunities.aspx>). We also provide free access to the funding database COS, which consists of over 40,000 funding opportunities across all disciplines at www.cos.com. COS Funding Alerts sends subscribers a weekly email with a customized list of funding opportunities based on your keywords and other criteria. We offer frequent trainings on COS – check our website for upcoming trainings or email funding@research.ucsb.edu.

Proposal Development: Our Proposal Development Team is composed of individuals with PhDs in Science, Engineering, and Social Science, all who have successful track records in writing funded proposals. As a service especially suited to junior faculty and multidisciplinary teams, we will review drafts of your proposals. We will offer suggestions for ways to refine or further develop the material and discuss our comments with you. This service is offered by request and is separate and distinct from the mandatory compliance-based proposal review that occurs during submission to the Sponsored Projects Office.

Workshops: We host a variety of workshops targeted to assistant professors, including an orientation to the Office of Research, introductions to major funding agencies, overviews of early career awards, and tenure workshops. There is an annual proposal writing retreat for social science, humanities, and fine arts faculty as well as proposal writing workshops. See our Workshops and Events calendar for upcoming events (<http://www.research.ucsb.edu/research-events/>).

The Research Development Team is ready and willing to work with you on your next proposal project. Contact us to start the discussion!

Contacts:

- Meredith Murr, Director of Research Development, x3925, murr@research.ucsb.edu
- Barbara Walker, Director of Research Development for the Social Sciences, Humanities and Fine Arts, x3576, walker@research.ucsb.edu
- Maria Napoli, Proposal Development Specialist in Science and Engineering, x7345, napoli@research.ucsb.edu
- Whitney Winn, Research Development Analyst, x8891, winn@research.ucsb.edu

2010 Salary Equity Reports

WORKSHOPS & TRAINING

Academic Personnel Certificate Courses

Research Titles:

Jan. 20, 1:30 - 4:00pm

Student Titles:

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

Teaching Titles:

March 16, 9:00 - 11:30am

Additional Compensation:

April 20, 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

Gene Lucas, Executive Vice Chancellor

In recent years, we have run an annual analysis of faculty salaries at UC Santa Barbara to determine if there are any systematic biases in the salaries arising from gender or ethnicity. We are one of only two campuses in the UC system that perform this annual analysis (the other being UC Irvine). The results of these analyses appear in a series of Salary Equity Reports.

These reports can be found at the following URL:

<http://evc.ucsb.edu/salary.equity.reports/>

If you just want to see the report for 2010, you can find it at:

<http://evc.ucsb.edu/salary.equity.reports/2010.salary.equity.report.pdf>

Please let us know if you have comments or questions.

Searches for Faculty Administrators

Office of Academic Programs

The University of California, Santa Barbara invites applications and nominations from campus ladder faculty for the following three positions:

- Director of Education Abroad Program
- Dean of Extension
- Dean of Summer Sessions

To view the job descriptions and application procedures, please visit the Academic Programs web site at <http://www.oap.ucsb.edu> and select “News and Events—Open Searches.” The deadline for all nominations and applications is **January 31, 2011**.

2011-2012 Non-Senate Faculty Professional Development Grant

AWARDS CALL

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. This includes both lecturers and supervisors of teacher education. 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. Applicants who have received awards in the past must submit a brief completion report summarizing how the most recent award funds were used. Although past recipients of NSF Development Fund Grants may apply, some preference may be given to new applicants, especially for larger 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, 2011 and June 30, 2012. In exceptional circumstances, the Council will consider projects whose duration does not fall entirely within the period.

Deadline: April 4, 2011

Application and procedures can be found at:
<http://ap.ucsb.edu/>

Questions regarding application submission:
nonsenate.awards@ap.ucsb.edu

2011-2012 Career Development Awards and Fellowships

AWARDS CALL

Applications are invited for the following Career Development Awards and Fellowships, which are designed to provide faculty with time to strengthen their record of research by providing course release funds or summer research support:

Faculty Career Development Award (FCDA)

Eligibility: Assistant Professors and Lecturers PSOE. The FCDA is a program for non-tenured faculty who, because of the nature of their position or their role in campus affairs, have encountered significant obstacles in pursuit of their research, creative work, teaching, service, or mentoring obligations, or who have made unusually time-consuming efforts in helping to achieve campus diversity. The purpose of the program is to help junior faculty members develop a substantial record in research necessary for advancement to tenure. Non-tenured faculty members are eligible for a maximum of two awards in different years. An applicant who receives tenure or security of employment during the award period is no longer eligible. Past recipients of the Faculty Career Development Award must submit a report of the work accomplished in order to be considered for a new award.

Regents' Junior Faculty Fellowship (RJFF)

Eligibility: Assistant Professors and Lecturers PSOE. The purpose of the RJFF program is to help junior faculty members develop a substantial record in research and creative work necessary for advancement to tenure. Non-tenured faculty members are eligible for only one RJFF award. Applications may be submitted by faculty members who are currently under review for tenure or security of employment. However, an applicant who is subsequently awarded tenure or security of employment is no longer eligible.

Regents' Humanities Faculty Fellowship (RHFF)

Eligibility: Assistant Professors, Associate Professors, Lecturers PSOE and Lecturers SOE. The purpose of the RHFF program is to encourage and facilitate research, advanced or independent study, or improvement of teaching effectiveness in the humanities. Faculty members may receive only one award. Eligible areas include studies in language, both modern and classical; religion; literature; jurisprudence; philosophy; archaeology; the history, criticism and theory of the arts, aspects of history, linguistics and the social sciences that have humanistic content and employ humanistic methods; and the creative arts, painters, sculptors, composers, writers, poets, stage designers, performers, and other artists in creative fields.

For all awards, an endorsement from the department chair that addresses the qualifications of the applicant for the specific award is required. Awards up to \$7500 can be made, depending on the strength of the proposal and availability of funds. If the applicant requests course release, the Chair's memo also should indicate support for this and indicate how the replacement funds would be used by the department to cover the applicant's missing course. Please note that if used for course release, the \$7,500 must cover both salary and benefits. Deans will be asked for recommendations following receipt of all applications.

Applications for these award programs should be submitted by **January 31, 2011** to the Office of Academic Personnel, 4105 Cheadle Hall, mail code 2034 or by e-mail to Stephanie Jordan at Stephanie.Jordan@ap.ucsb.edu

Postdoctoral Scholars

EVALUATION PROCESS

A key component of the appointment as a Postdoctoral Scholar is the opportunity for mentoring and evaluation. Information about the policies governing reviews and evaluations can be found in the Red Binder, Section III-18, VII as well as in Article 9 of the collective bargaining agreement between the UAW and the University

Mentors (the PI) must communicate to the Postdoctoral Scholar the research and progress expectations for the period of the appointment. This may be done verbally, but if the Postdoctoral Scholar request that the expectations be provided in writing, the mentor must do so. Mentors and Postdoctoral Scholars should also engage in periodic, informal oral progress assessments throughout the period of employment.

In addition, mentors must conduct annual written reviews of each Postdoctoral Scholar. Since a copy of the evaluation form must be submitted with any request for reappointment, it is suggested that the evaluation be done around the eleventh month of employment in order to have the evaluation available for inclusion with the reappointment paperwork. A sample evaluation form is available at: <http://www.graddiv.ucsb.edu/postdoctoralscholars/staff.htm>

A Postdoctoral Scholar may also elect to develop an Individual Development Plan (IDP) that identifies the Postdoctoral Scholar's research goals as well as professional development and career objects. While this process is at the discretion of the Postdoctoral Scholar, the mentor should, upon request from the Postdoctoral Scholar, engage in the process of reviewing and discussing the IDP with the Postdoctoral Scholar.

*Our next quarterly newsletter is scheduled for Spring 2011
Please e-mail a question to, emily.parsons@ap.ucsb.edu, that you
would like to see featured in the next edition.*

Academic Personnel Q&A

WHAT IS A SAFEGUARD STATEMENT?

The Procedural Safeguard Statement (examples can be found in Red Binder I-26, Red Binder II-16, and Red Binder III-5) “safeguards” the rights of Academic employees who are reviewed for merit or promotion. The Safeguard Statement is signed and submitted either online or on paper by the employee before the review file is sent from the department to further the merit/promotion process. In signing the Safeguard Statement, the employee certifies that the appropriate procedures were taken in his or her review case.

The Safeguard Statement outlines the established procedures at UCSB and within the University of California System to protect the rights of individuals under review (Red Binder I-24). These rights include timely notification from the department to the candidate, the right to be informed of the departmental recommendation, the opportunity to view all non-confidential documents, the right to review a summary of all confidential documents in the case, and the opportunity to submit written statements before and after the departmental review. The employee also has the right to provide additional materials for his or her case, such as names of evaluators, if being sought, as well as request access to reviewing agency reports at the conclusion of the review.

Accessing Reviewing Agency Reports

Reviewing agency reports for faculty cases can now be accessed online by logging onto the Academic Personnel website at: <http://ap.ucsb.edu>. Access to the reports is available once the case is finalized and the appropriate box on the Safeguard has been checked. In order to view these documents, sign-in and click on “Reviewing Agency Reports” under the “Dashboard” section. These documents can be saved as PDF files while viewing the reports. If the Reviewing Agency Reports were not originally requested through the Safeguard Statement, please contact Academic Personnel to be granted access.

UCSB Faculty Handbook pamphlets are available in hard copy for departmental use in recruitments. The pamphlet is also available in an online version via our website. For hard copies, please contact Stephanie Jordan at stephanie.jordan@ap.ucsb.edu.