

Academic Personnel News

UNIVERSITY OF CALIFORNIA, SANTA BARBARA • OFFICE OF ACADEMIC PERSONNEL • SPRING 2012

On Merit and Promotion Cycles

John E. Talbott, Associate Vice Chancellor for Academic Personnel

The Academic Personnel cycle is “Groundhog-Day”-like. Year after year, as in the Bill Murray movie, the same events occur in roughly the same sequence. Candidates are notified of their eligibility for a personnel action; they assemble their files; outside letters are sought, when required; departments deliberate; chairs write up cases; deans, CAP, and the AVC evaluate and recommend; decisions get made. And so it goes. Yet changes come to the system as well, especially in the form of revisions to the Academic Personnel Manual and the famous Red Binder. Some of these revisions are as imperceptible as the coming of a California spring; others are noticeable and consequential, as in APM 210-d, on rewarding faculty efforts at promoting diversity, and the more recent tightening up of the wording of RB I-43, on advancements within Professor Above Scale. We always begin a new cycle before we have finished the current one. Here is a guide to the early events of the new season. They have a sameness about them, but they are far from routine. You can ask anyone undergoing review.

Suggested Time Line for Departmental Case processing activity: Spring and Summer

(Adapted from the Department Chair’s Handbook)

Spring

- April 1: Eligibility list available to departments on line via Academic Personnel web site
- Chairs talk with eligible colleagues as well as those for whom early advancement might be appropriate.
- Faculty update bio-bibs and provide copies of new publications, etc.

- Departmental hoc committees, case supervisors, etc, are appointed according to department procedures
- Requests for extramural evaluation sent to potential reviewers
Career review cases require a minimum of six letters. At least three should come from referees chosen by department independently of candidate; letters from UC faculty required.
- Fall personnel meetings scheduled and announced

Summer

- Candidate’s materials sent to external reviewers:
Departments must require career-review candidates to provide materials for external reviewers in a timely fashion so that materials can be sent out in Summer.
- Suggested deadline for external reviewers: Oct 15 - Nov 1
Six to eight weeks should be sufficient for reviewers to provide evaluations, particularly if reviewers have been lined up in the Spring.

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The Academic Senate: An Overview

Henning Bohn, Chair, and Deborah Karoff, Executive Director

The Academic Senate provides the organizational framework that enables the faculty to participate in University governance at the system-wide and campus levels. The University of California is known for its system of shared governance and UCSB has a strong tradition of involving the faculty in broad consultation about many issues on campus. A system founded on shared governance brings with it the responsibility of active engagement with the university community. The Senate needs you to be involved in serving the campus community!

There are some areas over which the Academic Senate has full authority by standing orders of the Regents. This includes: academic policy, conditions for admission to UC and conditions for granting of degrees from UC, and approval and supervision of courses and curricula. The Academic Senate also has a critical advisory role in the areas of: faculty appointments and promotions, budgets, FTE Planning, and administrative policies. The Senate manages the annual faculty awards program for Research, Distinguished Teaching and Graduate Student Mentoring. On an annual basis, the Senate awards campus faculty approximately \$300,000 for travel and research grants.

Elected positions in the Senate are: Chair, Committee on Committees (7), and Academic Assembly representatives (3). All other positions in the Senate are filled through a call for volunteers in early winter. The Committee on Committees (CoC) works through the list of volunteers to “staff” the Councils and Committees and solicits other volunteers when needed. CoC works to ensure that Councils and Committees have a good balance of membership in regards to gender, discipline, and ethnicity.

UCSB faculty members participate in regular meetings of various councils and committees to conduct the business of the Academic Senate. The structure of the Academic Senate is organized by functional areas into the following Councils and Committees:

Council on Planning & Budget (CPB) provides consultation and review with regard to fiscal, capital, and academic planning.

Graduate Council (GC) sets standards for and policy on graduate education; provides advice and consent on all matters of policy, planning, programs, and practice that impact the quality, diversity, and the educational experience of graduate students at UCSB.

Undergraduate Council (UgC) sets standards, enforces policy, and, in consultation with appropriate parties, provides advice and consent on a broad array of undergraduate education matters.

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The Council on Research and Instructional Resources (CRIR) evaluates proposals on all matters pertaining to research, the Library, teaching and instructional resources, and information technology.

The Council on Faculty Issues & Awards (CFIA) provides consultation on matters concerned with faculty welfare, including economic, health and safety issues, matters that affect the conditions of employment, and changes to the retirement system.

Committee on Academic Personnel (CAP) reviews and makes recommendations on all non-routine academic personnel actions, and makes recommendations on academic personnel policies and issues.

The Committee on International Education (CIE) is involved in all aspects of international education and exchanges, for the campus and for the UC system.

The Committee on Diversity and Equity (D&E) is charged with promoting diversity and equity on campus to ensure equal treatment of the following underrepresented groups: women, ethnic minorities, individuals of diverse sexual orientations, individuals with disabilities, and other members of the campus community.

Committee on Rules, Jurisdiction and Elections (R, J& E) serves as the advisory body regarding Senate Legislation, elections and procedures.

Committee on Privilege and Tenure (P&T) has jurisdiction over all matters affecting the privileges or the tenure of members of the Division at Santa Barbara and conducts hearings in individual cases.

Charges Officer and Charges Advisory Committee evaluate the merits of a formal complaint case and recommends whether or not the complaint should be forwarded to an Ad Hoc Charges Committee for further investigation.

It is expected that once a faculty member achieves tenure, s/he will actively participate in governance of the campus and university by engaging in service with the Academic Senate, College or Administration. Senior faculty members are expected to engage in higher levels of service, as they achieve the career barrier steps of Professor VI and Professor Above Scale. Service is a critical component of the academic personnel review. All faculty are reviewed in regards to research, teaching, professional activities and service; CAP gives each area equal consideration for excellence when analyzing a candidate's personnel action.

2011-2012 Awards Call

Hellman Family Faculty Fellows

The purpose of the Hellman Fellows program is to provide financial support for the research of promising assistant professors. A generous gift from the Hellman Family Faculty Fund of the Hellman Family Foundation established the program. The start-up funding of most assistant professors runs out within two to three years of their appointments. The Hellman Fellowship aims to assist promising young faculty at this point in their careers.

Awards will be limited to Assistant Professors who have served two or more years but have not yet begun tenure review. A total of \$250,000 will be available for the 2012-13 program. The awards will vary in amount. The maximum award is \$50,000. Proposals are to be submitted by the faculty member. No department chair's endorsement is necessary.

Awards are made without regard to the apparent timeliness or popularity of the field of study; preference will be given to research not substantially supported by other sources. Previous recipients of Hellman funds may apply, but first-time applicants will be given priority.

Except for faculty salaries, including summer salary, awards may be used for any research-related expenses, such as research assistants, equipment, or travel. All funds need not be spent in one year, but recipients must exhaust their funding before they come under tenure review. All expenditures must relate to the project proposed in the Hellman application.

In selecting this year's Hellman Fellows, the Associate Vice Chancellor for Academic Personnel will seek the counsel of an advisory panel of tenured faculty appointed by the Academic Senate Council on Research and Instructional Resources. Applications must be no more than three pages long and intelligible to any non-specialist.

The application form is available on the Academic Personnel web site at <http://ap.ucsb.edu/resources/funding/>. Should you have questions about the Hellman Program, please contact Cindy Doherty in the Office of Academic Personnel at Extension 8332 or at cindy.doherty@ap.ucsb.edu

Deadline for all application materials is April 30, 2012. Funds awarded will be available as early as July 1, 2012.

Additional questions may be referred to Academic Personnel, Extension 3445.

2012-13 Merit and Promotion Eligibility

In preparation for the 2012-2013 academic personnel review cycle, the list of Senate faculty and Continuing Lecturers eligible for merits and promotions to be effective July 1, 2013 is now available to departments.

Chairs, Business Officers, and any other staff in a department who have access to the on-line case processing system also have access to the eligibility information. In addition to viewing the lists you may download to Excel or print a PDF version. You may also track the status of cases still active in the current cycle.

Professional Researchers' and Academic Coordinators' eligibility will be sent to Chairs and Directors via campus mail in the fall. For all other academic titles eligibility is maintained by the home department.

*Our next quarterly newsletter
is scheduled for Winter 2012.
Please email a question or topic to
viktoriya.filippova@ap.ucsb.edu if you would
like to see it featured in the next edition.*

What Kind of Time Can I Take Off If I'm A New Parent?

Academic Personnel Q & A

The University offers a number of options regarding time-off for both child bearing and care of an infant or young child. Below is a summary of the types of leaves. All leaves must be requested and receive appropriate approval prior to the start of the leave. Employees are encouraged to consult with their Dean's office or Academic Personnel when considering use of any of these options.

Childbearing leave: Childbearing leave is granted to the birth-mother specifically for the purpose of having a child. Leaves are generally six to eight weeks in length. Most leaves are paid, although the extent of the pay may vary depending on the employment title and the length of time in the position. For faculty, periods of childbearing leave are often combined with periods of Active Service, Modified Duties.

Active Service, Modified Duties: Periods of Active Service, Modified Duties (ASMD) may be granted to either parent when the parent is responsible for 50% or more of the care of an infant or newly adopted child. Duties are reduced during the period of ASMD. Employees who accrue sick leave may use the sick leave in proportion to the reduced work-load. Employees who do not accrue sick leave will remain at full pay during the period of ASMD. A maximum of one quarter will be granted to individuals other than the birth-mother, while a birth-mother may be granted a maximum of two quarters, inclusive of ASMD and childbearing leave.

Parental leave: Parental leave is leave without pay, for the purpose of carrying out childrearing responsibilities. Either parent may request parental leave and leave may be granted for a period of up to one year in combination with the other types of leave listed.

Family and Medical Leave: State and Federal law provide eligible employees with Family and Medical Leave (FMLA) without pay of up to 12 workweeks during a calendar year for qualifying events. FMLA runs in parallel with the types of leave mentioned above. University leave policies often provide for more generous benefits than the FMLA leave.

Outside Professional Activity Prior Approval

Systemwide and Campus academic personnel policies require prior approval for certain types of outside professional activities. Prior approval is required to: (1) engage in Category I activities, (2) exceed the 39 day limit on outside professional activities, or (3) involve a graduate student in outside professional activity. Requests for activity that will take place during the 2012-13 academic year should be completed prior to July 1, 2012. Requests for exception are to be made using the Prior Approval For Compensated Outside Activities form, (APM- 025, appendix B). The form is available for download at <http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>

The relevant policies are available as follows:

APM 025: Conflict of Commitment and Outside Activities of Faculty Members

<http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>

Red Binder I-29: Conflict of Commitment and Outside Professional Activities

<https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm>

Notice of the prior approval requirement will be sent to all faculty via e-mail in early May.

Academic Personnel Manual Policies Available for Review

A number of Academic Personnel Manual (APM) policies are currently available for review and comment. The proposals are on the Web at <http://www.ucop.edu/acadpersonnel/apm/review.html>.

APM – 010, Academic Freedom and APM – 015, The Faculty Code of Conduct

Proposed revised language in both policies to include within the protections of academic freedom, the freedom to speak on matters of institutional policy.

APM – 016, University Policy on Faculty Conduct and the Administration of Discipline

Remedies the omission of a single, clear statement in the Academic Personnel Manual that faculty will comply with University policy.

APM - 035, Affirmative Action and Nondiscrimination in Employment

Proposed technical revisions reflect updates in federal and state regulations which identify additional types of prohibited discrimination and which also ensure conformity with federal and state definitions as relates to “service in the uniformed services”. These revisions involve no substantive changes in policy.

APM – 190, Appendix A-1, Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities (Whistleblower Policy)

The Whistleblower Policy quotes California Government Code Section 8547.2. Revisions reflect changes recently made to that Code Section by the California Legislature.

Comments may be directed to Cindy Doherty, Academic Personnel Director at cindy.doherty@ap.ucsb.edu and are due as follows:

May 31, 2012: APM-035 or APM- 190

June 15, 2012: APM-010 or APM-016