

# Academic Personnel News

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

## On University Service

*John E. Talbott, Associate Vice Chancellor for Academic Personnel*

Shared governance is one of the peculiarities and glories of the University of California. Faculty service makes shared governance possible. Absent the Committee on Academic Personnel, for instance, faculty would have little voice in the hiring, advancement, and promotion of their colleagues. Without CAP, there would be no peer view, and without peer review fewer safeguards against the erosion of fairness, less confidence in the maintenance of scholarly standards, and a more uncertain prospect of the just distribution of rewards. On our merits CAP judges us; by these merits the high quality of the faculty is sustained.

Many other Academic Senate committees perform other vital tasks. Because service is essential to the life of our university, it is one of the criteria, along with teaching, scholarship, and professional activity, for every advancement and promotion.

Let's face it: we tend to be less enthusiastic about performing university service than we are about carrying out our other responsibilities. Sometimes service can be the subject of cynicism and disdain. It is thought to be no fun. It is believed to take time away from worthier pursuits. It is tempting to let someone else do it.

Yet letting someone else do it is a little like listening to National Public Radio without contributing to your local public-radio station, or counting on the fire department to show up at your house whether you pay local taxes or dodge them. University service and its rewards are not only for the high-minded. Contrary to popular belief, it can be fun. It's a way of making friends beyond our own disciplines, still insular despite our campus's well-founded claims to interdisciplinarity. Service can be a way of learning about work in other disciplines

and the surprising ways they might cast light on our own. It can be a refreshing change of pace from teaching and research, more relaxing, at times, than either, and often, for the humanists among us, less lonely.

Most university service, of course, occurs within departments and among our own disciplinary colleagues. This is especially the case with younger members of the faculty, busy launching their teaching and research programs, and of whom little campus-wide service is expected. Moreover, the University of California is an unusually complicated place. It takes a while to learn the ropes. Service on some campus-wide committees requires considerable experience of the local culture, some knowledge of the larger university (the one whose office resides in Oakland), and, it's to be hoped, not a little wisdom. The expectation that one should undertake such service falls with increasing gravity the higher one climbs the ladder of promotion and advancement. Perhaps it's not outlandish to propose that because the university does much for us over the long haul, we are obliged to serve it.

Not every committee is everyone's cup of tea. It's surely a mistake to agree to join a committee whose work seems dreary at best. But many are the committees and many are the rewards of serving. Often they come as a surprise.

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## Lecturer and Librarian Contract Status

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The University of California and the American Federation of Teachers (AFT) have announced the ratification of the salary reopener of the contract covering Librarians at UC as well as ratification of a new contract covering Non-Senate Faculty (Lecturers and Supervisors of Teacher Education) for the period of October 2011 through September 2014.

### **Key aspects of the Librarian agreement include:**

- 1) Regular merit increases for the most recent review cycle that were delayed pending ratification of the UC-AFT contract, retroactive to July 1, 2011.
- 2) Participation in the one-time merit-based salary increase program effective October 1, 2011.

### **Key aspects of the Non-Senate Faculty (NSF) agreement include:**

- 1) Participation in the one-time merit-based salary increase program effective October 1, 2011.
- 2) Requirement of notification to the AFT if an NSF is currently appointed at over 50% on a 9/12 basis (career benefits eligible) and the reappointment will be on a 9/9 basis causing the individual to lose benefits eligibility.
- 3) Prior agreement from the AFT if a Department wishes to solicit NSFs to voluntarily reduce their time in order to avoid layoffs.
- 4) Requirement that in the event that an NSF is laid off or has their workload reduced, a copy of the notice of layoff or reduction in time be provided to the union by Employee & Labor Relations no later than the business day following the transmittal of the notice to the employee.

Departments are strongly encouraged to consult with Employee & Labor Relations, Academic Personnel, or the appropriate Dean's office if any of the above actions are planned.

## Childcare and Sittercity

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Beginning January 2012, UC will be covering the membership cost for all employees who register with Sittercity, an on-line referral service for in-home caregivers. Sittercity provides access to pre-screened caregivers for babysitting, elder-care, pet-sitters, as well as other services. You then make all the arrangements including hiring and payment, directly with the caregiver.

We are proud that UCSB has been a leader in providing assistance to faculty for their care giving needs through our Bright Horizons dependent care pilot program and that this has led to a benefit that will be available to all employees. As part of the transition to the new Sittercity program, our pilot program with Bright Horizons will be ending February 29, 2011. The campus will be investigating options for supplementing the Sittercity program in areas that are of particular concern for faculty, such as care while traveling. Further updates will be provided as they become available. In order to sign up for Sittercity, please go to the "At Your Service" website at [http://atyourservice.ucop.edu/employees/health\\_welfare/sittercity/](http://atyourservice.ucop.edu/employees/health_welfare/sittercity/) and click on the "Register Online at Sittercity's UC-Specific Site" link.

## Faculty Recruitment Packets Available

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For Departments who are hiring ladder faculty, recruitment packets are available from the Office of Academic Personnel.

The "Welcome to UCSB: A Guide for Incoming Ladder Faculty" provides a brief overview of our campus, information about the Faculty Handbook as well as information about additional resources new faculty can access. Please contact Stephanie Jordan at [stephanie.jordan@ap.ucsb.edu](mailto:stephanie.jordan@ap.ucsb.edu) if interested.

# Assistant Professor Research Support

*Whitney Winn, Research Development Analyst, Office of Research*

The Research Development Team in the Office of Research offers support to all campus faculty, with a special emphasis on engaging assistant professors in submitting their first research proposals. We can provide assistance with all aspects of the proposal development process from conceptualizing the research idea to identifying potential funding opportunities to fine-tuning the research proposal.

Some of our specific resources include:

**Identifying Funding Opportunities:** Navigating the research funding landscape can be difficult, so the Office of Research offers several resources to locate potential funding opportunities. Our team can help you strategically decide which programs to apply for based on the fit between your project and the mission and goals of the funding agency. Contact any member of our team to schedule a meeting. We also regularly post opportunities targeted to campus researchers on our website at <http://www.research.ucsb.edu/funding/Oportunities.aspx>. These are also compiled in a monthly newsletter that is available online and by email subscription (<http://www.research.ucsb.edu/research-development/find-funding/>). We also provide free access to the funding database COS Pivot (<http://pivot.cos.com>), which consists of over 40,000 funding opportunities across all disciplines and sends subscribers a weekly email with a customized list of funding opportunities based on your keywords and other criteria. We offer frequent trainings—check our website for upcoming trainings or email [funding@research.ucsb.edu](mailto:funding@research.ucsb.edu) to set up a one-on-one training.

**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, 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 in the spring and a grant-writing institute for science and engineering faculty in the summer. See our Workshops and Events calendar for upcoming events (<http://www.research.ucsb.edu/research-development/workshops-and-events/>) and check your email for announcements.

More information about all of the services available from Research Development and the Office of Research are available on our website: <http://www.research.ucsb.edu/>. Be sure to check out:

- The campus-wide research seminar calendar (<http://www.research.ucsb.edu/seminars/>)
- The Researcher's Toolbox (<http://www.research.ucsb.edu/toolbox/>), which provides an overview of the campus proposal submission process
- Profiles in Research (<http://www.research.ucsb.edu/profiles/>), the Office of Research's online magazine highlighting faculty research in the news

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

## Upcoming Workshops for Department Chairs and Staff

One of the goals of the Academic Personnel office is to provide opportunities for training and sharing ideas, not only with Staff, but also with Department Chairs, Directors, and Faculty. Beginning this month, we will be offering a series of workshops, roundtable discussions, and sessions on various topics. The following offerings are being planned:

### For Department Chairs and Vice Chairs:

- *Round-table discussion on recruitment and retention*

Join AVC Talbott, CAP Chair and Vice-Chair, and Deans to discuss the challenges of recruitment and retention as well as best-practices and guidance on how to successfully recruit and retain your faculty. AVC Talbott will moderate the session.

- *Continuing and Pre-Six Lecturers: reviews, best practices, and other issues*

Join AVC Talbott, Deans and experienced Department Chairs to learn more about successfully managing appointments, advancements, and other matters related to Continuing and Pre-Six Lecturers.

### For Department Chairs, ORU Directors, and Staff:

- *Successfully managing employees in the research series*

Representatives from various campus central offices will present information for Chairs, Directors and Staff who are responsible for temporary research appointments. The session will cover appointees in the Professional Research, Project Scientist and Specialist series. Topics include visa issues, open recruitment and search requirements, case preparation for reviews, and other issues related to temporary research appointments.

### For Staff who currently handle academic personnel matters:

- *Non-Senate Faculty; A journey through a career*

Follow an NSF through a career at UC and learn how to manage employment, FTE requests, reviews, and other pertinent issues. Policy and contract interpretation and application as well as best practices will be discussed.

- *Academic employee leaves*

This session will cover leave policies for all academic employees. Learn how to appropriately advise employees and apply the leave policies for faculty, researchers, academic coordinators and other academic employees. The session is intended for employees who currently address academic personnel matters.

Times, locations, and agendas will be provided as each session is scheduled. Emails have already been sent out with dates and times for the recruitment and retention round-table discussion as well as the session on Lecturers. We encourage you to take advantage of these opportunities to work together on these important issues. Questions or suggestions for future session topics may be directed to Cindy Doherty at [cindy.doherty@ap.ucsb.edu](mailto:cindy.doherty@ap.ucsb.edu).

## Academic Personnel Certificate Training

### Research Titles

Wednesday, January 18 1:30 - 4:00 PM

### Student Titles

Wednesday, February 22 1:30 - 4:00 PM

### Teaching Titles

Wednesday, March 14 1:30 - 4:00 PM

### Additional Compensation

Wednesday, April 18 9:00 - 11:30 AM

All classes will be held in Phelps 2536.  
To register for classes, please log on to the AP website at: <http://ap.ucsb.edu>

## 2012-2013 Awards Call

# Career Development Awards and Fellowships

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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 \$7,500 in summer salary or \$5,000 in replacement funds for course release 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. Standard benefits will be covered in addition to the base award amount for both summer salary and replacement funds. Please note that funding is not available to cover the additional costs associated with hiring an Associate or Teaching Assistant (fee remission and GSHIP).

Deans will be asked for recommendations following receipt of all applications.

Applications for these award programs should be submitted by **January 31, 2012** 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](mailto:Stephanie.Jordan@ap.ucsb.edu).

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

## Red-Binder Updates

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A number of Red Binder (the campus academic personnel policies and procedures manual) updates were implemented in November 2011. Of particular note were changes in policy regarding exceptional off-scale salaries (RB I-8), new policy on the use of without salary teaching appointments (RB II-33) and clarification of policies related to leaves of absence (RB VI 1, 2, 3, 6, and 7).

A complete list of the changes, as well as annotated versions of each section is available on the Academic Personnel web site under “Recent Red Binder Updates- with annotated revisions.”

*Our next quarterly newsletter  
is scheduled for Spring 2012  
Please email a question or topic to  
emily.parsons@ap.ucsb.edu that you would  
like to see featured in the next edition.*

## What is an Academic Coordinator?

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### Academic Personnel Q & A

By Red Binder definition, Academic Coordinators “administer academic programs that provide service to academic departments or research units, to students, or to the general public.” Teaching and research are not part of this series, but an academic background is a necessary prerequisite to being appointed.

This title is considered “Academic” because it bridges the gap between staff and faculty positions by providing a different level of academic involvement than a staff position such as an MSO or Business Officer. With the ability to offer an academic expertise and background, Academic Coordinators provide insight into the academic world while maintaining administration of a particular program or unit. An Academic Coordinator must have a “professional background of academic training” in order to be appointed into this series.

Appointments are generally made for one year at a time, but by exception can be made for up to three years at one time. Academic Coordinators, like other academic employees, are eligible for merit advancement in step based on achievement during the review period. The rank of an Academic Coordinator, unlike the rank of other academic series, is determined by the scope and complexity of the program or unit being administered. Academic Coordinators may be appointed on either a fiscal or academic year basis, dependent upon the responsibilities of the position. The Associate Vice Chancellor for Academic Personnel maintains authority on all new appointments, and promotions while Deans approves both reappointments and merits. Further information about Academic Coordinators can be found in RB sections V-1 and V-2.