

Academic Personnel News

UNIVERSITY OF CALIFORNIA, SANTA BARBARA • OFFICE OF ACADEMIC PERSONNEL • SPRING 2013

Understanding APM 210.1.d: Diversity Self-Assessment

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There has been an important addition to the Red Binder, the UCSB campus policies and procedures for Academic Personnel, that faculty members, department chairs, and divisional deans should be aware of. The additions to the Red Binder provide a format for the inclusion of documentation related to Academic Personnel Manual (APM) 210: Criteria for Appointment, Promotion, and Appraisal. The pertinent section is APM 210.1.d, which states: “The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate’s qualifications.”

This addition of new language in the Red Binder makes provisions for faculty members to include a voluntary Diversity Self-Assessment statement just as they would a Teaching Self-Assessment and a Research Self-Assessment when compiling their cases for merit or promotion. This new language became effective September 1, 2012, and it appears in sections covering those documents to be submitted by department chairs: Sections I-31, I-34, and I-75. (See the criteria for Diversity Self-Assessment statements below).

It is also important to know that although encouraged, diversity statements are not required. Moreover, faculty members who submit diversity statements are responsible for their accuracy, as with the bio-bibliography information. Also, merely enumerating material in the file is not enough to make an effective case for participating in this opportunity. So, faculty members may submit a Self-Assessment statement which discusses his/her contributions to promoting diversity and equal opportunity at UCSB. All reviewing agencies will consider a diversity statement when it is included in a personnel case, in accordance with the spirit of APM 210.1.d.

We hope that you all will become familiar with the revised Red Binder language as preparations for the next cycle of personnel cases gets underway. And again, while it is optional for faculty to participate, it is also the case that diversity and equal opportunity contributions are important to the University of California and UCSB. As such, they are core elements that we consider integral to the academic personnel review process.

Finally, at a recent UCOP meeting, several UC Academic Personnel faculty and staff members agreed to consider developing sample diversity statements and more precise guidelines. As we amass effective Diversity Self-Assessment statements from faculty members going forward, our goal is to help make this new opportunity as understandable and inviting as possible. (Continued on Page 2)

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Summer Additional Pay Schedule

(Excerpted from a recent email from AVC Jack Talbott)

Historically the campus has enjoyed the option of paying faculty summer additional compensation on pay-dates other than the regular payday, which falls on the first of the month (MO). The Office of the President has recently established the same pay cycles across all campuses. UCOP introduced bi-weekly pay for some staff employees and eliminated, supplemental paydays (MA and MS). Consequently, faculty should expect to see all summer additional compensation paid on the first of the month (MO) payday.

Please note that the consolidated pay (nine-month + summer additional compensation) may result in higher tax withholding than if the two payments were made separately. The tax burden over the year, however, remains unchanged. If you have concerns about this change, I encourage you to speak with your own tax advisor. You may change your withholdings rate at any time via At Your Service <http://atyourservice.ucop.edu/>. A tax withholding calculator is also available on this site to assist in your planning. Questions may be directed to Cindy Doherty at cindy.doherty@ap.ucsb.edu.

Diversity Self-Assessment (continued)

(Cont'd from Page 1)

DIVERSITY SELF-ASSESSMENT (Red Binder I-75, VIII)

The UC system-wide policy regarding the appointment and advancement of its faculty (APM 210.1.d) states: "The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications." There is no presumption that all faculty will engage with this opportunity, nor are diversity statements required. If faculty undertake work relevant to APM 210.1.d, it is very helpful to internal and external reviewers to direct their attention to contributions in research/creative activity, teaching, professional activities and service that promote the University's commitment to serving the needs of our increasingly diverse state. As with the teaching self-assessment, the diversity statement is an opportunity

to provide context and evidence of impact or effectiveness towards a fuller understanding of those contributions. Simple enumeration of material evident in the file (e.g., lists of activities or students supervised) does not by itself substantially advance the review process in this area. APM 210.1.d related accomplishments may be cited by reviewing agencies as evidence in making the case for an acceleration, but only if these accomplishments rise above and beyond the normal expectations for the relevant area of review (e.g. research/creative activities, teaching, professional activities and service). Accuracy of the diversity statement is the responsibility of the faculty member, as is the case with the bio-bibliography information generally. The length of diversity statements will depend on the extent and complexity of contributions; an effort should be made to keep the statements succinct.

Systemwide Review of Proposed Academic Personnel Manual (APM) Revisions

Office of the President has provided revisions to APM Section IV, Salary Administration, for Systemwide Review. Systemwide Review is a public review by the general University community, affected employees and unions. Systemwide Review also includes a mandatory, three-month full Senate review.

The proposed revisions are responsive to campus requests to update the APM- 600 series in accordance with current policy implementation, to correct outdated delegations of authority and to make technical corrections that have been identified since the policies were last reviewed, in some instances decades ago. Proposed revisions are also prompted in part by the UCPath initiative. In addition to replacing the payroll system, a key component of the UCPath initiative is to ensure systemwide consistency in business process quality and implementation. It is essential that procedural information contained within the policies be up-to-date, clear and consistent from policy to policy within the Series.

The draft policy may be accessed online via the Office of the President Academic Personnel site under the “Systemwide Review” tab at <http://www.ucop.edu/academic-personnel/academic-personnel-policy/policies-under-review/index.html>. A Summary of Proposed Revisions is included on page two of the proposal, which serves as a guide to the proposed changes to the policies within APM Section IV.

Questions or comments may be directed to Cindy Doherty at cindy.doherty@ap.ucsb.edu no later than May 17, 2013.

UC Recruit

UC Recruit will be used on all UC campuses to fill both Senate and non-Senate academic positions, including temporary ones. The new system promises not only to substantially reduce the time and effort required of department personnel in coordinating recruitments but also to improve the collection of important data.

The technical implementation of UC Recruit on our campus is now complete. Beginning July 2013, all departments, centers, institutes, and organized research units will be required to conduct academic recruitments using UC Recruit. Currently, 46% of departments have completed training for UC Recruit

For more information on UC Recruit and its current campus roll-out status, please visit our project site at: <https://ap.ucsb.edu/projects/recruit> or contact help@ap.ucsb.edu.

On-line Outside Professional Activity Prior-Approval Process

System-wide and campus policies require faculty members to request 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.

Beginning with the 2013-14 year, all prior approval requests will be processed on-line. Requests must be processed prior to July 1, 2013. A reminder will be sent to all faculty within the next few weeks, however, the system is available and may be used at this time.

Requests for exception are to be processed as follows: Sign on to the Academic Personnel web site at <https://ap.ucsb.edu> using your UCSBnetID and password. Under the “Dashboard” heading, select “Outside Professional Activities (APM 025), then select the “Prior Approval (Category I Activities)” tab. The request will be automatically routed for review and approval once the “Submit for Approval” button is selected. You will receive an e-mail notification once the request has been approved.

The relevant policies are available as follows:

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

http://www.ucop.edu/academic-personnel/_files/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>

2013-14 Hellman Family Faculty Fellows Program Application Information

Jack Talbott, Associate Vice Chancellor, Academic Personnel

I am pleased to announce the sixth year of the Hellman Family Faculty Fellows Program. Its purpose 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 \$125,000 will be available for the 2013-14 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 not apply.

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 I 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.

All applications for these award programs must be submitted electronically to <https://ap.ucsb.edu/~awards/apply/> by 5:00pm May 7, 2013. Only applications submitted using the new online process will be considered. 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 May 7, 2013.
Funds awarded will be available as early as July 1, 2013.

Eligibility for Merit and Promotion Reviews: Faculty, Continuing Lecturers, Researchers, and Academic Coordinators

The lists of Faculty, Continuing Lecturers, Researchers and Academic Coordinators eligible for merits and promotions during the 2013-14 academic personnel review cycle and effective July 1, 2014, are now available. Eligibility lists for Researchers and Academic Coordinators are being released earlier than in previous years, but the deadlines for case submission to Colleges or Office of Research remain the same. **Deadlines for cases are:**

Faculty: Routine cases, Nov 12, 2013.

Non-Routine cases, Dec 9, 2013

Researchers: March 1, 2014

Continuing Lecturers: March 31, 2014

Academic Coordinators: May 1, 2014

To access your eligibility list, please log on to the Academic Personnel web site and click on the Eligibility Listing link under the Dashboard heading. Links will then appear for each category of employees. Chairs as well as any staff within your office who have access to the on-line cases processing system will also have access to the eligibility information. In addition to viewing the lists you may download them to Excel or print PDF versions.

The July 1, 2014, eligibility screen for each employee category listed above includes three sections:

1. Employees eligible for review to be effective 7/1/2014

Listed members are eligible for review based on their years at rank, step, or since last review. Mandatory reviews are noted and may not be deferred.

2. All other employees in your department

These employees are not eligible for review based on years at rank, step, or since last review. However, Department Chairs and Directors should con-

sider the performance since last review of each person on this list for possible acceleration, if justified.

3. Pending actions in current cycle

Those with cases under review and not yet completed in the current cycle are included in this section. Completed cases will be taken off this list and will appear under the “Eligible for review” or the “All other” headings, depending on the outcome of the current case. You can log on at any time to see an up-to-date eligibility list based on the cases completed as of that date. Your list is considered “final” when no names appear in the “pending actions” section.

Please note: The July 1, 2014 information is viewed by selecting “2013-14 Cycle- Actions Effective 7/1/2014” at the top of the page. You may also continue to access the July 1, 2013 eligibility list by selecting “2012-13 Cycle- Actions Effective 7/1/2013” at the top of the page.

If you have any questions or see any discrepancies related to the eligibility information, please contact Viktoriya Filippova at viktoriya.filippova@ap.ucsb.edu or Karen Moreno at karen.moreno@ap.ucsb.edu. Technical questions related to use of the site should be directed to help@ap.ucsb.edu.

In order to assure that submission deadlines are met, I suggest you begin meeting with your faculty and other academic employees in a timely manner to advise each of them about going forward or deferring their cases.

*Our next quarterly newsletter
is scheduled for **Fall 2013**.
Please email a question or topic to
karen.moreno@ap.ucsb.edu if you would
like to see it featured in the next edition.*