

Academic Personnel News

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

Salary Increase Program for Faculty and Other Academic Employees

Effective July 1, 2013, all faculty and other non-represented academic employees received a two percent salary increase. The increase will appear in the August 1, 2013 paycheck. For academic employees with off-scale salaries, the increase was applied to both the base and the off-scale portion of salary. Employees who received a merit or promotion effective July 1, 2013 received the two percent increase in addition to the approved merit or promotion.

The following are not subject to the salary adjustment: visiting appointees, faculty with start dates of July 1, 2013 or later, and administrative stipends.

Represented employees in the following series are not be subject to the increase: Lecturer, Supervisor of Teacher Education, Associate, Teaching Assistant, Reader, Remedial Tutor, Librarian, Postdoctoral Scholar.

The July 1, 2013 salary scales are available on the Academic Personnel web site at: <https://ap.ucsb.edu/> . New salary information is available for Faculty, Researchers, and Academic Coordinators via the Academic Personnel on-line system.

Departments are encouraged to check the new salaries of their employees once the central salary adjustment process has occurred. This can be done via the Academic Personnel database reports for faculty, researchers and academic coordinators. Those titles as well as others may also be accessed via reports from data warehouse.

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UC Recruit Update

Project Update

We are happy to announce that our implementation phase for UC Recruit has concluded and departments are now authorized to create and manage academic recruitments through UC Recruit. Effective July 1, 2013, the Academic Job Board will be located at <https://recruit.ap.ucsb.edu/> for all permanent ladder rank faculty positions, temporary teaching positions, and research positions.

Red Binder updates

Technical changes to Red Binder sections describing the recruitment process have been made and are now available via the Academic Personnel web site. Updates have been made to sections VII-4, VII-5, and VII-7. In addition, the Academic Recruitment Packet has been updated and is available via the forms section on the Academic Personnel web site.

Recent System Enhancements

The following enhancements have recently been implemented. Please visit our project resources page for additional information:

- New interface to choose applicant status, incorporating definitions, and enforcing a new status workflow. Applicant status can only be changed in forward-progression by analysts; central admin can change to any status to correct errors.
- Status definitions added for “Applied” and “Completed” as tooltips that appear when hovering over the status.
- Updated diversity report with a new “Seriously Considered” section. This should help to monitor the applicant pool more readily throughout the recruitment process.
- Ability to create a recruitment with an “initial review date” (also known as “primary consideration date”), with the ability to specify additional review dates.

Getting Help

Our project resources page has been updated, and will continue to be updated, with new “How To” guides as new enhancements are implemented. We continue to offer drop-in office hours on Thursdays from 9am - 10am in 1207 SAASB, no appointments necessary. In addition, we offer small group or one-on-one on-site training sessions, which may be helpful for your search committee chair and members. Please contact us to make arrangements:

Email: help@ap.ucsb.edu

Phone: 805.893.2495

Office: 1207 SAASB

Project site: <https://ap.ucsb.edu/projects/recruit>

We look forward to working with you on your upcoming recruitments in the new system.

Reminder: Report on Outside Activities

All Senate faculty are required to file the annual Report on Outside Activities. Forms must be completed no later than October 31, 2013 for activities during the period of July 1, 2013 through June 30, 2014.

Because the annual reports must be included in faculty advancement cases, faculty putting forward cases during the 2013-2014 cycle will need to complete the forms prior to the departmental deadline for submission of case materials.

To complete the form, sign on to the Academic Personnel website at <http://ap.ucsb.edu/> using your UCSBnetID and password. Under the dashboard heading, click on the Outside Activities Reporting link. The form should then be filled out by including all Category I and II activity or, if there were no reportable activities during the year, by checking the appropriate box on the form.

Upon completion, select the "submit" feature which will forward the form to the Department Chair(s) for approval. Faculty with appointments in multiple departments only need to complete the form once. Department Chairs will also approve the forms online. Forms will then be stored electronically and be available to departments for inclusion in personnel 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.*

AP STAFF CONTACTS

Current contact information is as follows:

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*Up to date contact information for the Academic
Personnel Office is always available on the AP website:
<http://ap.ucsb.edu/contacts>*

Recognition of Retiring Faculty

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

END OF FALL QUARTER

Charles Kolstad	Economics Environmental Studies
Herbert Kroemer	Electrical and Computer Engineering Materials
Theofanis Theofanous	Chemical Engineering Mechanical Engineering
Burleigh Wilkins	Philosophy

END OF SPRING QUARTER

Francis Dutra	History
Nancy Gallagher	History
Catherine Gautier	Geography
Ronald Iltis	Electrical and Computer Engineering
Keith Kedward	Mechanical Engineering
Bruce Mahall	Ecology, Evolution and Marine Biology
Carol Pasternack	English
Wade Clark Roof	Religious Studies

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

Adapted from the April 1, 2013 memo from Associate Vice Chancellor Jack Talbott

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. Department Chairs, Directors, and staff who have access to the on-line cases processing system also have access to the eligibility information. In addition to viewing the lists, they may be downloaded to Excel or printed to PDF.

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

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

If you have any questions or see any discrepancies related to the eligibility information, please contact:

*Viktoriya Filippova at viktoriya.filippova@ap.ucsb.edu
Karen Moreno at karen.moreno@ap.ucsb.edu*

Technical questions related to use of the site should be directed to:
help@ap.ucsb.edu