

# Academic Personnel News

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

## Assessing Yourself

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

We're constantly called on to write letters of recommendation for students and colleagues; rarely are we asked to assess ourselves. Our academic personnel system provides just such an opportunity. It has long asked us to assess our teaching and research; it has recently begun asking us to assess our contributions to diversity. Invited to sing our own praises, we're apt to sing them sotto voce. How, we wonder, can we strike the right balance between self-assertiveness and modesty false or true? It's never easy.

Yet self-assessments are essential elements of every personnel case. No one knows your career better than you do. You can offer reviewing agencies--departments, deans, CAP, and the AVC--an understanding of your case no one else can provide. You know better than anyone what you are trying to achieve in your books and articles and in your classrooms.

Your self-assessments not only weigh your accomplishments but also provide correctives and allay misunderstandings. Take teaching. Self-assessments allow us not only to say what we think we're doing well but also to explain why in some respects we've done less well than we had hoped. Our teaching changes from one review cycle to the next; so should our accounts of it. Reviewing agencies have our histories at their fingertips.

Research can encounter unexpected obstacles. Far better to explain delays in seeing work into print than to leave reviewing agencies wondering. The difficulty of executing some research

projects is sometimes not apparent to even the most knowledgeable and sympathetic department chair. Surely it's apparent to you, and your research self-assessment can explain what you're up to. Self-assessments are a good place to express our idiosyncrasies. Our academic personnel system is no bed of Procrustes. It wants to see us as we are. My advice: be assertive.

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# Campus Transition to Bi-Weekly Pay

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*Cindy Doherty, Director, Academic Personnel*

**As you are likely aware, non-exempt employees will transition to a bi-weekly pay schedule within the next few weeks.** A number of questions have arisen regarding the impact of the transition on academic employees.

When the transition occurs there will no longer be an MA pay date or an MS (supplemental). Rather there will be an MO and a BW (bi-weekly) schedule. Employees will be assigned to either the MO or the BW schedule for all on-going appointments. **All academic employees are exempt**, and thus will remain on the MO schedule, however, there are some implications for academic employees.

1. Faculty who are receiving an administrative stipend and currently receive the stipend on the MA pay date will now receive the stipend on the MO pay date along with their regular pay.
2. All graduate student employees will remain on the MO pay date. This includes those employees who are paid hourly; readers, remedial tutors and a few graduate student researchers. For hourly employees, time will need to be positively reported on the MO pay schedule
3. There will be changes to methodology and timing of summer additional compensation payments. Informational sessions will be held in the spring.
4. Employees who hold both an academic exempt title and a staff non-exempt title will remain on the MO cycle as long as they maintain the exempt title.

Please share this information as appropriate within your department or unit.

**Questions may be directed to my attention at [cindy.doherty@ap.ucsb.edu](mailto:cindy.doherty@ap.ucsb.edu)**

## UC Recruit Update

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Implementation of UC Recruit, an on-line faculty recruitment system has begun. Central office work is currently underway with training and roll out of the program planned to take place within the next few months. **It is expected that all departments will use UC Recruit for faculty recruitments beginning in the 2013-14 academic year.** More information can be found at <https://ap.ucsb.edu/projects/recruit/>.

# Ocean Walk Housing

## Reservations & Previews in Spring 2013!

The UCSB Community Housing Authority is pleased to present thirty seven new homes in Phase 2 of our exclusive Ocean Walk Collection. This premier community offers approximately 1,464 to 2,487 square feet of luxurious living space with homes featuring 2 to 5 bedroom floor plans, many with a formal study, great room, a luxurious master suite with library, laundry room and garage. The community features recreation & fitness center, pool & spa, as well as trails for hiking, jogging or nature walk explorations. Pricing starts in the low \$400,000s.

The homes will be available for purchase and move-in by late August 2013. Our sales team will begin taking reservations in late spring. For inquiries and additional information, please visit our website at [www.oceanwalk.ucsb.edu](http://www.oceanwalk.ucsb.edu) or email us: [info@sbha.ucsb.edu](mailto:info@sbha.ucsb.edu).



## Upcoming Academic Personnel Certificate Training

### Student Titles

Wednesday, Feb. 20 1:30-4:00pm

### Teaching Titles

Thursday, March 14 1:30-4:00pm

### Additional Compensation

Wednesday, April 17 9:00-11:30am

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

Academic Personnel Office  
phone: 805-893-3445

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

## Reminder: Online Personnel Files

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As previously announced, all appointment and advancement cases for Academic Coordinators and Researchers will be processed via the Academic Personnel online case management system beginning with the current cycle. All other documents that are to be maintained in personnel files will be transferred to the online system beginning with the current year. All documents archived in the system will be available for viewing online by authorized Departmental users.

**Effective December 1, 2012, all appointment and advancement cases for Academic coordinators and Researchers are to be processed on-line.** No hard copies will be accepted beyond cases already forwarded to control points.

The on-line system is available to authorized users via the Academic Personnel web site at <https://ap.ucsb.edu/>. Sign in to the system using your UCSBnetID and password and then select the appropriate option under the dashboard heading. Users have access to case processing, eligibility lists, and reports.

Questions related to your employee information may be directed to contact Karen Moreno at [karen.moreno@ap.ucsb.edu](mailto:karen.moreno@ap.ucsb.edu) or Viktoriya Filippova at [viktoriya.filippova@ap.ucsb.edu](mailto:viktoriya.filippova@ap.ucsb.edu). Technical questions related to use of the site should be directed to [help@ap.ucsb.edu](mailto:help@ap.ucsb.edu).

### “lyndaCampus” at UCSB

The UCSB Human Resources office recently announced a new training and education tool for UCSB faculty, staff and student employees. We are pleased to provide you with information about this newly acquired training and education tool. UCSB has obtained a campus subscription to lynda.com for all UCSB faculty, staff and student employees.

Lynda.com is an on-demand resource and training tool featuring an online training library of courses that helps users learn software, design, and business skills to achieve their personal and professional goals. With UCSB’s “lyndaCampus” subscription, users will receive lynda.com’s premium-level option with unlimited access with no cost to them to a selection of current video tutorials and accompanying exercise files.

Courses include such topics as Photoshop, web design, Microsoft and Adobe applications, HTML, and SharePoint, among thousands of other courses and documentary features. The full course listing can be found at [www.lynda.com](http://www.lynda.com). Courses are self-paced, so they can be completed continuously or incrementally, as time permits, or used as an easily searchable reference resource. Pre-tests and certificates of completion are also available. A link to lyndaCampus has been added to the UCSB Academic Personnel website.

# Career Development Awards Call 2013-14

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**
- **Regents' Junior Faculty Fellowship**
- **Regents' Humanities Faculty Fellowship**

## **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.

**Please note: All applications for these award programs must be submitted electronically to <https://ap.ucsb.edu/~awards/apply/> by 5:00pm February 1, 2013. Only applications submitted using the new online process will be considered.**

*Additional questions about the awards may be referred to Academic Personnel, Ext. 3445. For technical questions, please contact [help@ap.ucsb.edu](mailto:help@ap.ucsb.edu).*

# Non-Senate Faculty Professional Development Fund: 2013 – 2014 Call for Proposals

## **Application Submission Deadline: April 9, 2013**

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 responsible for 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 non-senate faculty with Continuing Appointments. Recipients must have an active appointment when the expenses are reimbursed and while completing the project.

Applicants who have received awards in the past must submit a brief completion report summarizing how the award funds were used. Although past recipients of Non-Senate Faculty Development Fund Grants can still apply, 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 grants (up to \$1,000) and large grants (over \$1,000). Due to the limited size of the fund's resources, more small grants will be awarded than large grants. Non-senate faculty may only receive one grant per academic year. Depending on the number and type of applications received, the Council reserves the right to not fund participants who have received an award in the preceding year. See FAQ for further details.

## **Award Criteria**

Awards will be granted based on 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, 2013 and June 30, 2014.

*Questions regarding proposals and eligibility can be submitted to Hiroko Sugawara – [hirokos@eastasian.ucsb.edu](mailto:hirokos@eastasian.ucsb.edu)*

*Questions regarding application submission can be submitted to Erica Losada – [nonsenate.awards@ap.ucsb.edu](mailto:nonsenate.awards@ap.ucsb.edu)*