



Academic Personnel News

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Spring 2014

The Research Development Team in the Office of Research

Written by Meredith Murr, Director of Research Development

UC Santa Barbara hires the best and brightest assistant professors, and the main mission of the Research Development Team in the Office of Research is to support them in securing extramural funding for their research. Writing proposals is not an innate skill, and often graduate and post-doctoral training do not adequately prepare assistant professors for this essential activity. This is where Research Development comes in. We are available to meet with assistant professors **anytime** to discuss funding opportunities, funding strategy, and proposal writing.

Some of our specific activities and resources include:

Workshops: We hold two intensive programs for faculty on proposal writing:

1. Faculty Grant and Fellowship Writing Seminars for the Social Sciences, Humanities, Fine Arts, and Education. This annual 4-day seminar series is for faculty members who are ready to prepare an extramural proposal (or who have a draft proposal) that they plan to submit to a funding agency. The seminar will provide a systematic and detailed explanation of the grant writing process, including interactive workshops on best practices for generating research proposal ideas, writing strategies, and composing the key sections of a proposal. A mock review panel will be scheduled for review of the resulting proposals. The seminars will help faculty members write proposals in a supportive and collegial setting, and better understand the typical review process at funding agencies and foundations. Past attendees of this seminar series have had a 61% success rate with getting their proposals funded! Contact Barbara Walker for more information.

2. PROWESS (Proposal Writing for Success for Faculty in Science and Engineering). Designed for entry-level faculty and new appointees in science and engineering. PROWESS is spread over nine half-day sessions, and covers a broad range of

topics, including proposal writing techniques, a review of prominent funding sources (such as the NSF, NIH, and DOD), and proposal preparation practice and review. Like most of our workshops, PROWESS features presentations from Research Development staff and panels of faculty with particularly relevant experience. Later-on, Each PROWESS participant will have a “red team review” where senior faculty colleagues provide comments representative of competitive panel evaluations and offer suggestions to make the proposal more competitive. Applications are solicited in February and PROWESS is held in June and July. Contact Meredith Murr for more information.

In addition, we host a variety of workshops targeted to assistant professors, including an orientation to the Office of Research, introductions to major funding agencies and private foundations, overviews of early career awards, and tenure workshops. 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.

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 well as experience serving on review panels. 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. Also, samples of successful proposals are available for your examination.

Please see RESEARCH, continued on Page 2

Helpful resources for staff and faculty

UCSB Faculty Handbook
<https://ap.ucsb.edu/handbook/>

Department Chairs' Handbook
<https://ap.ucsb.edu/resources/chairs.handbook/chairs.handbook.2013.pdf>

UCSB access to Lynda.com
<https://it.ucsb.edu/services/lynda>

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“We are available to meet with assistant professors anytime to discuss funding opportunities, funding strategy, and proposal writing.”

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 meet-ing. We also regularly post opportunities targeted to campus researchers on our website at <http://www.research.ucsb.edu/funding/Opportunities.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 to set up a one-on-one training.

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

The Research Development Team is ready and willing to work with you on your next proposal project. Contact us to start the discussion!

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Meredith Murr, Director of Research Development, x3925, murr@research.ucsb.edu

Barbara Walker, Director of Research Development for the Social Sciences, Humanities and Fine Arts, x3576, walker@research.ucsb.edu

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Salary Increases for Academic Employees

Effective July 1, 2014, faculty and other non-represented academic personnel will receive a 3 percent general salary increase. Increases for represented academic employees (Lecturers, Postdoctoral Scholars, Librarians, and Academic Student Employees) are governed by the applicable memorandum of understanding. The 3 percent salary program will result in all salary scales for eligible titles being increased by 3%. The off-scale component of academic salaries will also be adjusted by 3%. Further detail regarding campus implementation of the salary adjustment will be distributed within the next few weeks, along with the July 1, 2014 salary scales. Questions may be directed to Cindy Doherty at cindy.doherty@ucsb.edu or x8332.

Hellman Family Faculty Fellows Program 2014-2015

Associate Vice Chancellor John Talbott

I am pleased to announce the seventh 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. The size of awards will vary, with a maximum amount of \$50,000 per award. 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.**

Awards may be used for such research-related expenses as research assistants, equipment, or travel. Faculty salaries, including summer salary, are excluded. 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 April 30, 2014. Only applications submitted using the new online process will be considered. Should you have questions about the Hellman Program, please contact Stephanie Jordan in the Office of Academic Personnel at Extension 3445 or at stephanie.jordan@ucsb.edu

Temporary Academic Research Titles

Effective January 2014, responsibility for processing and approval authority of all temporary academic research titles was transferred from the Office of Research to the Office of Academic Personnel in January 2014. Following are updates on projects currently underway related to temporary academic research appointments:

On-line case management system. Specialist and Project Scientist series employees are being added to the Academic Personnel on-line case system. Appointments and advancements for these populations will be processed on line. Departments will have access to eligibility lists and reporting. Testing is planned for spring 2014, with implementation planned for summer 2014. Note that July 1, 2014 advancements for Specialists and Project Scientists are being processed on paper.

Reappointment and modification requests. On-line functionality is being developed for processing of reappointments and modifications for Specialist, Project Scientist, and Research series. Testing is planned for spring 2014, with implementation planned for summer 2014.

Red Binder policy updates. Policies for the Project Scientist and Specialist series are being reviewed and revised.

Workshops for business officers and academic personnel analysts. Workshops will allow an opportunity to discuss best-practices, new systems and procedures, and gather feedback for further improvements. Workshops will be held in late summer or early fall 2014.

Data clean up in PPS. As information is being transitioned into our on-line system, verification is being done against PPS data with the goal of assuring consistency and accuracy between the two systems. This work is also part of preparation for the eventual transition to UCPATH.

These projects are intended to streamline and simplify processes, clarify and strengthen policy, and ultimately better serve both the employee populations and department staff responsible for facilitating this work. We appreciate your patience as we work to attain these goals.

Questions regarding temporary academic research appointees may be directed to Joanna Kettmann at joanna.kettmann@ucsb.edu or x5048.

Academic Personnel Policies Available for Review

1. Red Binder: Campus Academic Personnel policies

Proposed revisions to the Red Binder are now available for review and comment. The draft changes may be viewed on the Academic Personnel web-site at <https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts>. The link is not displayed publicly; please type the address into your browser. The “Summary of Draft Changes” posted along with the draft sections provides information about each proposed change. Within the documents changes are shaded; additions are marked in italics and deletions in strike-through.

2. Academic Personnel Manual (APM) System-wide policy

Office of the President has provided revisions the University Whistleblowers policy and to APM Section 190, Appendix A-2. for Systemwide review. The proposal implements policy requirements mandated by an amendment to the California Whistleblower Protection Act that became effective January 1, 2011. The UC Whistleblower Protection Policy is a systemwide, Presidential Policy that applies to all University employees, which includes all faculty and other academic appointees, students, and staff.

The proposal is located on the UCOP Academic Personnel website, “Policies under review”, under the “Systemwide Review” tab (click on the tab for the expanded list of policies) at <http://www.ucop.edu/academic-personnel/academic-personnel-policy/policies-under-review/index.html>.

3. Presidential Policy

Office of the President has also forwarded for system-wide review a proposed revision of a presidential policy on copyright and fair use. The 1986 *Policy on the Reproduction of Copyrighted Materials for Teaching and Research* has been totally revamped, and renamed the *University of California Policy on Copyright and Fair Use*. The policy revision was prepared by the SLASIAC Standing Subcommittee on Copyright Policy with input from the Office of General Counsel’s informal “Copyright Working Group.” It was approved by the University’s System-wide Library and Scholarly Information Advisory Committee (<http://libraries.universityofcalifornia.edu/slasiac>) on October 24, 2013.

The revision was necessary due to changes in law, technology, and academic practices that make the 1986 policy, which specifically addresses *photocopying* of copyrighted materials, inaccurate and out of line with current practice. With its long descriptions of copyright law and inclusion of outdated guidelines and appendixes, the old policy no longer conforms to UC’s current policy template. Instead of a multipage document, the revised policy is a brief overarching statement. Non-policy material has been removed from the policy itself and made available on the UC Copyright website, where educational materials and additional guidance can be monitored and updated. The draft revised policy and all background materials may be found online at: (<http://libraries.universityofcalifornia.edu/sscp/resources>).

Comments on all draft policies may be submitted by **May 16, 2014** to cindy.doherty@ucsb.edu.



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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>*

Eligibility for Merit and Promotion Reviews

The lists of Faculty, Continuing Lecturers, Researchers and Academic Coordinators eligible for merits and promotions during the 2014-15 academic personnel review cycle and effective July 1, 2015, are now available. Deadlines for departmental submission of cases are:

Faculty: Routine cases, Nov 10, 2014. Non-Routine cases, Dec 8, 2014
Researchers: March 2, 2015
Continuing Lecturers: March 31, 2015
Academic Coordinators: May 1, 2015

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 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, 2015, eligibility screen for each employee category listed above includes three sections:

Employees eligible for review to be effective 7/1/2015

List 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.

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

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, 2015 information is viewed by selecting "2014-15 Cycle- Actions Effective 7/1/2015" at the top of the page. You may also continue to access the July 1, 2014 eligibility list by selecting "2013-14 Cycle- Actions Effective 7/1/2014" 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@ucsb.edu or Karen Moreno at karen.moreno@ucsb.edu. Technical questions related to use of the site should be directed to help@aaait.ucsb.edu.

*Our next quarterly newsletter is scheduled for
Fall 2014.
Please email a question or topic to
[Karen.moreno@ucsb.edu](mailto:karen.moreno@ucsb.edu)
if you would like to see it featured in the next
edition.*