

# Academic Personnel News

Spring 2015

University of California, Santa Barbara

Academic Personnel

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## Website Update And Introduction of AP Folio

A number of updates to the Academic Personnel website went into effective April 20, 2015. The website has been reorganized and additional resources have been added.

Significant updates include:

- The online case system, reporting functionality, and other services have been re-branded as **AP Folio**. You may access *AP Folio* either via the sign in link in the top right hand corner of the home page, or via the *AP Folio* quick-link at the bottom of the home page.
- Resources have been grouped according to user type for ease of navigation.
- New quick-links allow easy access to the most frequently used components of the website.
- A number of forms, including the Recall Appointment Form and Visiting (Researcher and Project Scientist) Form have been updated to web based user friendly versions.
- Postdoctoral Scholar appointment resources have been moved from the Graduate Division website to the Academic Personnel site.
- New formatting is more user friendly to mobile devices

Please visit the website at <https://ap.ucsb.edu/> to explore the new features. We hope that these updates and changes create a more user-friendly experience. Feedback may be sent to Cindy Doherty at [cindy.doherty@ucsb.edu](mailto:cindy.doherty@ucsb.edu)

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## Associate Vice Chancellor Talbott To Retire

As announced by Chancellor Yang, Associate Vice Chancellor John E. Talbott has decided to retire at the end of this academic year. AVC Talbott has served as the AVC of Academic Personnel for five years and has been a professor in the Department of History for forty-four years.

An advisory search committee has been established charged with finding the next AVC of Academic Personnel.

Thank you Jack for your outstanding service for Academic Personnel and the University!

Enjoy Retirement!

## Eligibility List for Senate Faculty and Continuing Lecturers

The lists of Senate Faculty and Continuing Lecturers eligible for merits and promotions during the 2015-16 academic personnel review cycle and effective July 1, 2016, are now available. Deadlines for departmental submission of cases are:

Faculty: Routine cases, Nov 9, 2015. Non-Routine cases, Dec 14, 2015

Continuing Lecturers: March 31, 2016

To access your eligibility list, please visit the Academic Personnel website and log on to AP Folio then 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 case 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, 2016, eligibility screen for each employee category listed above includes three sections:

### Faculty eligible for review to be effective 7/1/2016

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 faculty in your department

These employees are not eligible for review based on years at rank, step, or since last review. However, Department Chairs 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, 2016 information is viewed by selecting "2015-16 Cycle- Actions Effective 7/1/2016" at the top of the page. You may also continue to access the July 1, 2015 eligibility list by selecting "2014-15 Cycle- Actions Effective 7/1/2015" 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](mailto:viktoriya.filippova@ucsb.edu) or Karen Moreno at [ka-ren.moreno@ucsb.edu](mailto:ka-ren.moreno@ucsb.edu). Technical questions related to use of the site should be directed to [help@aait.ucsb.edu](mailto:help@aait.ucsb.edu).

Eligibility lists for Researchers, Project Scientists, Specialists and Academic Coordinators will be released on September 1, 2015. You will receive notification at that time.

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

## 2015-2016 Hellman Family Faculty Fellows Program Application Information

We are 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 we 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, 2015. Only applications submitted using the new online process will be considered.** Should you have questions about the Hellman Program, please contact Mayra Magaña in the Office of Academic Personnel at Extension 3445 or at [mayra.magana@ucsb.edu](mailto:mayra.magana@ucsb.edu)

Deadline for all application materials is April 30, 2015. Funds awarded will be available as early as July 1, 2015.

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### Dates for 2015 Summer Additional Compensation

Month	Number of Days	Percent Time
June 15-30	12	.6316
July 1 –31	23	1.2105
Aug 1 –31	21	1.1053
Sept 1—19	14	.7368

## 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.

All prior approval requests are processed on-line. Requests must be processed prior to July 1, 2015. 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: Visit the Academic Personnel web site at <https://ap.ucsb.edu>, sign on to AP Folio 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](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>

## Academic Personnel Contacts

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Research Titles

**Billy Ko, Personnel Analyst**, X4441, [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu)

Postdoctoral Scholars, GSR's

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PPS and general questions, additional compensation

