Spring 2017

Academic Personnel News

University of California, Santa Barbara

Words from the AVC

Alison Butler, Associate Vice Chancellor for Academic Personnel

Do you rush to open your ESCI (Evaluation System for Courses and Instruction) Reports when they arrive, anticipating a mean numerical score on Question A lower (better) than the Department mean?! Or, perhaps you dread reading the ESCI analysis, feeling doomed that your teaching is reduced to a single number, the Question A mean score.

Think about the perspective of a student who is filling out the ESCI form at the end of a quarter. Students are not considering the ESCI statistics when they fill out the questionnaire. Their answers fall into categories of Excellent, Very Good, Good, Fair and Poor. The content of the ESCI questionnaires varies widely by department, the only constant being that all faculty questionnaires must include Questions A and B. Overall, UCSB faculty do well in teaching, as reflected by the Student-weighted norms and Course-weighted norms for Questions A and B (Quality of Instructor's Teaching and Course Quality, respectively). For example, with over 611,000 responses in the most recent running five-year window, 53% of students rate their instructors "Excellent" and 27% "Very Good" on the student-weighted metric. The Course-weighted metric has 63% of faculty rated "Excellent" and 23% rated "Very Good." The Office of Instructional Development, which oversees the collection and analysis of the ESCI data, cautions that the results of Questions A and B should not be over-interpreted; ESCI scores alone only identify "the truly outstanding, those with problems, and the vast majority in the middle," (http://oic.id.ucsb.edu/interpreting-data).

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While ESCI summary sheets and scores for Questions A and B must be included with each personnel case, the ESCI analysis is only one part of the teaching profile used to evaluate teaching performance. The Red Binder spells out that a minimum of two sources must be included in each personnel case. Some departments allow students to provide written comments. Reviewing agencies certainly find an analytical and critical "Self-Assessment of Teaching" statement to be very useful in their evaluations. You might consider concisely summarizing the teaching innovations you incorporate in your courses, including an analysis of what you felt was successful and what was not. Address the written student comments, and do not ignore the negative ones. You might present the changes you made in a course (or discuss those you intend to make) in response to a poor teaching result and to negative student comments. You could also provide an annotated syllabus, commenting on resources, assignments, assessments, and approaches you designed into your courses. Red Binder I-75, V.2 provides further information about the evaluation of teaching in advancement cases.

UCSB's Office of Instructional Development is also available as a resource for faculty interested in teaching improvements. ESCI is designed to be a flexible tool for soliciting useful feedback from students. The Instructional Consultants in Instructional Development are more than happy to help you craft a survey that can elicit the kind of feedback that can be truly helpful to you and your department as you revise your courses and your pedagogical approaches. Contact information and other resources are available at http://oic.id.ucsb.edu.

Hellman Faculty Fellows Program

The purpose of the Hellman Fellows program is to provide financial support for the research of promising Assistant Professors who show capacity for great distinction in their research. The program was enabled by a generous gift from the Hellman Faculty Fund, established by the Hellman Family Foundation.

The start-up funding of most Assistant Professors runs out within two to three years of appointment start date. The Hellman Fellowship aims to assist promising young faculty at this point in their careers.

Eligible faculty members are Assistant Professors who have been employed for two years as of 7/1/2017, are not in year 6, are not being promoted to Associate as of 7/1/2017. *Previous recipients of Hellman funds are not eligible to apply.*

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.

Applications must be submitted electronically to

https://ap.ucsb.edu/ ~awards/

by **5:00pm May 1, 2017**

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.

Only applications submitted using the new online process will be considered. Should you have questions about the Hellman Program, please contact Andrea Dittman in the Office of Academic Personnel at Extension 3445 or at andrea.dittman@ucsb.edu.

Funds awarded will be available as early as July 1, 2017.
Deadline for all application materials is May 1, 2017.

2017-18 Merit and Promotion Eligibility

The lists of Senate Faculty and Continuing Lecturers eligible for merits and promotions during the 2017-18 academic personnel review cycle and effective July 1, 2018, are now available.

To access your eligibility list, please log on to the Academic Personnel website and click on the Eligibility Listing link under the AP Folio heading. Links will then appear for each category of employees.

Chairs and 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. You may also track the status of cases still active in the current cycle under Pending actions.

Eligibility lists for Researchers, Project Scientists, Specialists, and Academic Coordinators will be released September 1, 2017. You will receive notification at that time.

Deadlines:

Dean's Approval cases:
Nov 13, 2017

Expanded Review cases:
Dec 11, 2017

Continuing Lecturers
March 30, 2018

The UC Publication Management System
Top Ten Things to Know

The UC Publication Management System (UCPMS) was launched in 2015 to make it easy for Senate faculty to exercise the rights they obtained under the Open Access Policy that the Academic Council adopted in 2013. UC Libraries have been charged with implementation of the Policy.

For assistance, email openaccess@library.ucsb.edu or oapolicy-help@universityofcalifornia.edu

1. The UC Publication Management System is an automated system that prompts Senate faculty to verify the publication information (which has been located for them by the System), and to upload the article manuscript. The System will ask what version you are submitting – submitted, final, or published. The OA Policy encourages you to upload the author's final version, before typesetting.

2. The UC Publication Management System cannot harvest your articles from Academia.edu and ResearchGate, because they are proprietary for-profit services, supported by venture capitalists that are not interested in sharing their data. In addition, they are social network sharing sites, not repositories committed to preservation and sharing.

3. Faculty members only need to focus on claiming and uploading the articles covered under the UC Open Access Policy. Such articles are marked with a blue badge that reads "In Open Access Policy."

4. Faculty authors can delegate another UC employee to manage their publications, by completing and submitting this online form.

5. To improve the System's accuracy in locating your publications, under "Menu," "Settings," and "Addresses," type "Univ Calif Santa Barbara," click the green plus sign, then "Save." This distinguishes you from other people in the UC system with the same, or similar, name. Other adjustments are possible. Email openaccess@library.ucsb.edu for assistance.

6. Articles uploaded to the UC Publication Management System will appear in eScholarship, UC's institutional repository.

7. Senate faculty members can upload articles not found by UCPMS by using the "Add a new publication" link in the System. With the publisher's DOI (Digital Object Identifier), all the fields will be automatically populated.

8. If your article is open access on the publisher's website, or you've added it to an open access repository like PubMed Central or SSRN, you only need to provide the link or DOI.

9. The publisher's DOI can be included in the eScholarship record, as seen here: http://escholarship.org/uc/item/6kb9075f. The DOI for the publisher and eScholarship versions are different, but both appear on the downloaded eScholarship file.

10. UCSB communications and handouts about the OA Policy are on the Library's Scholarly Communication Open Access Webpage, under **UC Open Access Policies Quick Links**.

POLICY REVIEW

The Office of the President has issued proposed revisions to the Academic Personnel Manual (APM) section 285: Lecturer with Security of Employment Series as well as other sections affected by the proposed changes to APM-285. The proposals, as well as additional supporting documentation is available on the UCOP Academic Personnel and Programs website under Academic Personnel Policy, Systemwide review. Comments may be submitted to Cindy Doherty at cindy.doherty@ucsb.edu by June 9, 2017.

Proposed revisions to the Red Binder, the campus Academic Personnel policy and procedures manual, are available for review and comments. The draft changes may be viewed on the Academic Personnel website at https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/ . The link is not displayed publicly; please either link directly from this page or cut and paste the address into your browser. Comments may be submitted to Cindy Doherty at cindy.doherty@ucsb.edu by May 12, 2017.

Salary Increase Program

In both 2015 and 2016, the President approved a July 1 salary increase program for all academic employees. While the campus has not yet received official notification, it is anticipated that a similar program will be approved for 2017. Details of the program will be announced to the campus as soon as they become available.

Department of Labor (DOL) Overtime Rule

In December 2016, the University implemented a number of changes in pay and exempt/non-exempt status designations based on the Department of Labor's proposed new overtime rule. The ruling was then put on hold pending resolution of a lawsuit and further action by the Department of Labor. The University continues to monitor the status of the ruling.

Academic Personnel will notify the campus should any additional changes to the December 2016 implementation occur.

Understanding "Academic-Year" Pay

All faculty (academic employees who have teaching responsibilities) are appointed on an academic-year basis. But what exactly does that mean, and what are the implications for you as an academic-year employee or as someone who administratively supports academic-year employees? An academic-year employee has job responsibilities and a service period that are tied to the academic calendar, in other words; fall, winter and spring quarters.

Employees who work only one or two quarters (e.g. Visiting faculty, some pre-six Lecturers) are paid on a "9/9" basis. This means the number of paychecks and the months of service are the same. For example, if the service period is one quarter (three months), three paychecks are issued.

Employees who are continuing from year to year (e.g. Senate Faculty, Continuing Lecturers, and some pre-six Lecturers) are paid on a "9/12" basis. In this case, although the service period is only 9 months (September through June), pay is spread out over the full year (12 months and 12 paychecks). This allows a steady stream of pay, as well as assuring that benefits continue throughout the year.

With both 9/9 and 9/12 pay, there are set pay periods that remain the same year after year, even though the actual working days of each quarter vary year to year. In addition, the 9/12 pay periods are very different than the service period. Here is a chart that shows the service and pay periods for the 2017-18 year.

Quarter	Service dates	9/9 pay dates	9/12 pay dates
Fall	9/25/17-12/15/17	Oct 1-Dec 31	July 1-Oct 31
Winter	1/8/18-3/23/18	Jan 1-March 31	Nov 1-Feb 28
Spring	4/2/18-6/15/18	Apr 1-June 30	Mar 1- June 30

Academic-year employees may be perform additional work for the University during the summer period that falls outside of the service dates listed above, most often this is Summer Session teaching or extramurally funded research,. During the summer period a 9/12 employee may earn *additional compensation,* which is pay above the regular pay they are already receiving for their academic-year work. 9/9 employees may also work during the summer period by having an appointment that provides regular pay. 9/12 employees also need to take the pay periods into consideration in any situations where pay may end, such as a leave without pay or separation from the University since pay may end before the required service. Questions about academic-year pay may be directed to Karen Moreno at Karen.moreno@ucsb.edu or Helly Kwee and Helly.kwee@ucsb.edu .

UC Recruit— New *Fields of Study* selection tool

As of April 6, 2017, changes to UC Recruit now allow departments to select specific **Fields of Study** while preparing recruitments. This feature enables departments to customize availability pools for each individual recruitment. If more than one Field of Study is selected, UC Recruit will aggregate the percentages to arrive at a single availability percentage for each racial and/or gender group.

See the UC Recruit **Fields of Study** list at:
https://oeosh.ucsb.edu/eodp/equal.opportunity.and.affirmative.action/academic.recruitment.tools/uc.recruit.fields.of.study.pdf
For more information, contact EODP Office Equal Opportunity Analyst & Diversity Educator, Lia Cabello, at lia.cabello@ucsb.edu or at x3294

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Academic recruitments; AP training; general policy

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Payroll; intercampus payments; general information

Our next newsletter is scheduled for Summer 2017. If you have a question or topic to suggest, please send to june.betancourt@ucsb.edu