

Summer 2017

# Academic Personnel News

University of California, Santa Barbara

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2017

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## Words from the AVC

*Alison Butler, Associate Vice Chancellor for Academic Personnel*

### External letters for promotion, career review, and appointment cases

The quality of the external letters received in promotion, career review and appointment cases can help or hinder the flow of the review process. As department chairs and department academic personnel analysts gear up for the next personnel cycle, as well as for the next round of new faculty hires, it is worth reviewing the Red Binder sections pertaining to outside letters. Red Binder **I-46** (*Guidelines for Letters of Evaluation*) spells out that letters should be sought from tenured faculty at distinguished institutions and preferably from full professors. For each tenured appointment, promotion and career review, a minimum of six analytic letters is required, including at least two from UC-familiar scholars. To obtain that number, far more than six solicitations must generally be requested by the department. It is important that letters be solicited from scholars who are not closely associated with the candidate, which would include recent collaborators. At least half the letters should come from evaluators selected by the Chair in consultation with the department, and independent of names suggested by the candidate.

The wording to be used by the Chair in the solicitation letters is provided in Red Binder sections **I-49** (*Sample Letter for Solicitation of Extramural Evaluations*) and **I-50** (*Wording for Solicitation Letters by Proposed Action*). It is especially important that the correct solicitation wording be used in appointment cases at the tenured level, as the variations reflect the differences in requirements for appointments at the Associate Professor, Professor I-V, Professor VI-IX and Professor Above Scale levels. No deviation from the sample wording may be used without first obtaining approval from the UCSB Office of Academic Personnel.

An important part of the personnel file is the list of the extramural letters writers who were contacted, which the Department must upload as part of the case documentation (see Red Binder **I-48**; *Sample List of Extramural Referees*). This list, referred to by some as the 'Coded List of Reviewers,' would be the appropriate place for a department to explain the unusual situation when a case is put forward with a deviation from the guidelines in Red Binder **I-46**. Anomalies requiring explanation include the lack of two UC-familiar letters for certain cases, the rare event a department chooses to go back to a reviewer who wrote in a previous case, etc. A discussion

of these anomalies *must not* be included in the department letter. Similarly, departments *must not* reveal the identity, gender, home institution, etc., of a letter writer within the department letter, since the letter is shared with the candidate before he or she signs the Safeguard Statement.

Following the Red Binder guidelines on external letter solicitations carefully can help avoid requests for further information. Any reviewing agency may request that the department obtain more letters if the original set is deficient. Such requests often delay case decisions and make extra work for reviewing agencies and departments, in addition to causing anxiety on the part of the candidates awaiting case results.

*"...departments must not reveal the identity, gender, home institution, etc., of a letter writer..."*

## July 1, 2017 Salary increase programs for Academic employees

*As Chancellor Henry Yang announced in his memo of June 8, 2017, President Napolitano has approved a salary increase program for non-represented academic employees effective July 1, 2017. Represented academic employees will receive increases as stipulated in Memorandums of Understanding. Salary increases will be implemented as follows:*

**Non-represented academic employees (Senate faculty, research appointees, etc.):** 2.7% increase.

**Non-Senate Faculty (Lecturers and Supervisors of Teacher Education):** 2.5% increase per the Memorandum of Understanding (MOU) between the University and the UC-AFT.

**Represented Librarians:** 1.5% increase per the MOU between the University and the UC-AFT.

**Academic Student Employees (TAs, Associates, Readers, and Tutors):** 3% increase effective October 1, 2017, per the MOU between the University and the UAW.

**Graduate Student Researchers:** Consultation regarding the scale increase is ongoing, however, it is anticipated that the salary scales will be adjusted by 3% effective October 1, 2017.

**Postdoctoral Scholars:** Salary scales are unchanged at this time.

*Salary increase will be reflected in the August 1 check for monthly employees and the July 27 check for bi-weekly employees.*

Further detail regarding the implementation of the salary increase program is available in the June 9, 2017 memo to campus which may be accessed on the Academic Personnel website at <https://ap.ucsb.edu/> under the *Memos to Campus* heading.

## UC RECRUIT— NEW SEARCH PLAN WORKSHEET

We have added or updated several items on the [UC Recruit Training Resources](#) page. Under ***Preparing for/Creating Recruitments*** you will see two versions of a “Search Plan - Worksheet.” You may choose to use either worksheet version, although we recommend the Word fillable version over the write-in version.

NOTE: these worksheets are intended to be used as a tool to collect and prepare data for input into the UC Recruit system. **\*\*The worksheet form is not to be submitted in UC Recruit.\*\***

Find the Search Plan Worksheets and other UC Recruit resources under the UC Recruit section of the Resources for Department Analysts page at:

<https://ap.ucsb.edu/resources.for.department.analysts/>

# Conflict of Commitment and Outside Activities of Faculty Members, APM 025

**System-wide and Campus academic personnel policies governing Conflict of Commitment and Outside Professional Activities require Senate Faculty to:**

- 1) Attain prior approval to engage in Category I activities, or involve a graduate student in outside professional activity.
- 2) Report annually all Category I and Category II activity for the prior year.

*Annual reporting  
must be  
completed by  
October 31st*

**Category I** activities are likely to raise issues of conflict of commitment. They include such activities as:

- ♦ Assuming an executive or managerial position in a for-profit or not-for-profit business.
- ♦ Assuming a founding or a co-founding role of a company.
- ♦ Administering a grant outside the University.
- ♦ Establishing a relationship as a salaried employee outside the University, including teaching or research at another institution.

**Category II** activities are unlikely to raise issues of conflict of commitment and are allowed up to a 39 day limit. They must also be reported on an annual basis and include such activities as:

- ♦ Teaching for University Extension.
- ♦ Providing consulting services.
- ♦ Serving on the board of directors of an outside entity.
- ♦ Providing workshops for industry.

## ***A Few Reminders...***

Prior approval of Category I activity is required even if the activity will take place while on an approved leave or over the summer period.

All prior approval requests and reporting are processed online via AP Folio on the Academic Personnel website.

**The relevant policies are available as follows:**

[APM 025: Conflict of Commitment and Outside Activities of Faculty Members](#)  
[Red Binder I-29: Conflict of Commitment and Outside Professional Activities](#)

**Questions may be directed to:**

**Karen Moreno** at [karen.moreno@ucsb.edu](mailto:karen.moreno@ucsb.edu) x5429 or  
**Helly Kwee** at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu) x5428

# Recognition of Retiring Faculty

The following faculty retired during the 2016-17 academic year:

## **END OF FALL QUARTER:**

PETER COLLINS	Ecology, Evolution and Marine Biology
TOMMY DICKEY	Geography
JACOB ISRAELACHVILI	Materials/Chemical Engineering/Biomolecular Science and Engineering
EARL STEWART	Black Studies
ADIL YAQUB	Mathematics

## **END OF WINTER QUARTER:**

KWANG-TING (TIM) CHENG	Electrical and Computer Engineering
ALAN HEEGER	Physics/Materials
KENNETH MILLETT	Mathematics
JOE POLCHINSKI	Physics
LAWRENCE RABINER	Electrical and Computer Engineering
JOHN SHYNK	Electrical and Computer Engineering
YUVAL YARON	Music

## **END OF SPRING QUARTER:**

DOUGLAS BURBANK	Earth Science
LARRY COLDREN	Electrical and Computer Engineering/Materials
HOWARD GILES	Communication
MALGORZATA MAREK-SADOWSKA	Electrical and Computer Engineering
LORRAINE MCDONNELL	Political Science
BRADLEY PADEN	Mechanical Engineering
CHARLES SAMUEL	Molecular, Cellular, Developmental Biology/ Biomolecular Science and Engineering
RAUL SUAREZ	Ecology, Evolution and Marine Biology
CAROL VANDENBERG	Molecular, Cellular, Developmental Biology/ Biomolecular Science and Engineering
STEPHEN WEATHERFORD	Political Science
SIMON WILLIAMS	Theater and Dance





## The Office of Academic Personnel is pleased to announce the availability of *JobElephant*

JobElephant is an advertising agency based in San Diego which specializes in academic position recruitment advertising and has clients nationwide, including numerous colleges and universities.

Departments are encouraged to enlist JobElephant's cost-effective and customizable services starting with the upcoming recruitment cycle in order to efficiently and effectively manage academic search advertising.

### Why use JobElephant for academic position advertising?

- ✓ JobElephant does not charge rates above that which departments would pay if ads were placed directly. JobElephant gets a bulk rate and charges clients the direct rate, collecting the difference.
- ✓ JobElephant can place any ad in any media and provides unified invoicing to the department per recruitment rather than per ad, reducing staff time required to manage invoices.
- ✓ JobElephant is able to customize advertising plans for specific recruitments and disciplines and provides graphic design as requested. JobElephant's broad reach means that they are aware of a wide variety outlets.
- ✓ JobElephant advises about where the ad dollars are likely to be most and least effective by tracking click rate using proprietary software for every ad placed, even ads appearing in print only. They can make recommendations to get the most return on advertising dollar investment.
- ✓ JobElephant can tailor diversity-specific advertising efforts in a variety of venues, identifying those outlets with broadest or specialized reach.
- ✓ JobElephant will collect proof of advertising by collecting a snapshot of online ad tear sheets on day one, and (by request) on day 30, thereby meeting DOL regulations associated with labor certification documentation requirements, and allowing departments to forgo the requirement for a print ad.\*

*While the use of JobElephant is optional, it is an alternative that departments can use to help modernize recruitments, enhance outreach efforts, and allow limited resources to be used effectively and efficiently.*

Set up a department account by contacting **Andy Boom** of JobElephant:  
1-800-311-0563 or [andy@jobelevphant.com](mailto:andy@jobelevphant.com)

\*To see the full campus announcement, including FAQs, see the Academic Personnel website at <https://ap.ucsb.edu/> under the Memos to Campus heading

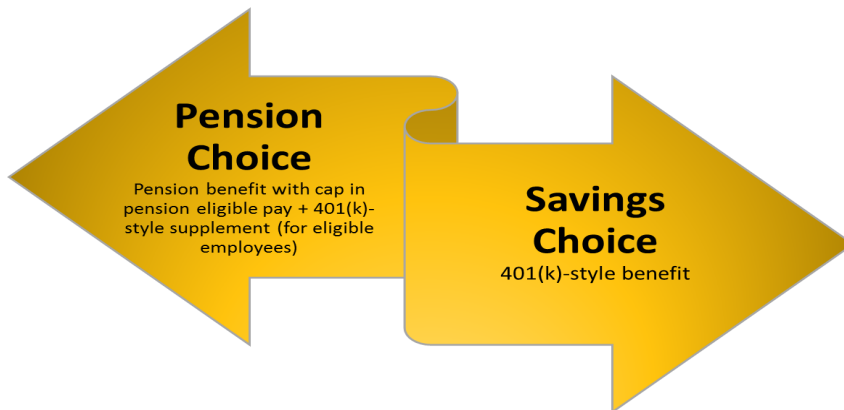
# UC Retirement Benefits Choice Program

*For new faculty and staff hired on or after July 1, 2016*

**Eligible employees hired on or after July 1, 2016 have a choice of two retirement benefit options:**

## Understanding your options:

- ◆ **UC Retirement Benefits Choice Program website**— learn about your options and use the interactive modeler/chooser tool to compare potential retirement savings under each one: <https://myucretirement.com/choose>
- ◆ **UC Retirement Benefits**— UCnet is your central resource for information about retirement and other employee benefits: <http://ucnet.universityofcalifornia.edu/>
- ◆ **2016 Retirement FAQs**— <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/2016-retirement-choice/faq.html>



- ◆ **Retirement benefit classes and webinars**— attend a free onsite class or webinar to learn more and get answers to your questions: <https://www.myucretirement.com/Classes>

## Important Reminders:

- ◆ **Up to 90 days to choose**— you have up to 90 days from your date of eligibility to make your choice. *If you do not make an election, you will be automatically enrolled in the Pension Choice at the end of the 90-day enrollment period.*
- ◆ **Time is money**— employer contributions towards your benefits (and UCRP service credit accruals under the Pension Choice option) do not start until you make an election.
- ◆ **Union-represented employees**— if you are represented by a union, your retirements are governed by your union's contract with UC and may differ from the benefits outlined here. Please refer to your collective bargaining agreement for details.

***The Club & Guest House at UC Santa Barbara*** is a membership organization established for the purpose of supporting social relationships and intellectual interests among UCSB faculty and staff, campus colleagues and the surrounding community. Membership in The Club entitles individuals to privileged use of the newly-renovated facility, including dining services, Guest House accommodations, member events, private events and reciprocal club privileges.

### The list of individual benefits includes:

- \* Charging privileges on Club member account
- \* 15% member discount on fine-dining luncheons
- \* 15% member discount on Guest House accommodations
- \* 15% member discount on venue rental for private events
- \* Invitation to special social events for members and their guests
- \* and more...



*Photo: Tony Mastres/UCSB*

**For more information:**  
**805-893-7000**  
**[www.theclub.ucsb.edu](http://www.theclub.ucsb.edu)**



*Welcome to the*

# **Academic & Staff Assistance Program (ASAP)**

*How Can We Help?*

**Kirsten Olson, Ph.D., Clinical Psychologist & ASAP Manager**

*July 2017*

Are you overwhelmed by work at times and notice your productivity and personal life are impacted? Are you concerned about a co-worker's well-being but don't know what to do? Does your personal life ever negatively affect your work? Do you ever just want someone to talk to who is not a friend, family member, or colleague?

If you answered "yes" to any of these questions, then the UCSB Academic & Staff Assistance Program (ASAP) may be able to help. We are a **free and confidential service on campus** that is exclusively for academic personnel, faculty, staff, and eligible family members. We offer a range of services provided by mental health professionals including consultation, counseling, psychological wellness training, and threat assessment and management.

**Consultation** is typically with a manager, supervisor, dean, or faculty member with a work-related concern such as an employee or department.

**Counseling** is available for personal and/or work-related concerns, and is provided on a short-term basis.

**Psychological wellness training** is designed to uniquely support departments in promoting workplace well-being.

**Threat assessment and management** is provided through ASAP participation on the UCSB Threat Management Team, including evaluation and response to disruptive behaviors.

You may be surprised to learn how much individuals, families, and work teams can benefit from brief evidence-based interventions, and coordinated referrals to campus and community resources. Services are available in the ASAP office, via phone & Zoom, and/or a campus location of your choice.

**You can contact us or schedule an appointment through any of the following:**

- Phone: 805-893-3318
- Email: [Kirsten.olson@hr.ucsb.edu](mailto:Kirsten.olson@hr.ucsb.edu)
- Online: Select the "Contact Us" form on the ASAP website - <http://www.hr.ucsb.edu/asap>
- In person: ASAP is located in Human Resources on the third floor of the Student Affairs & Administrative Services Building (SAASB) and is open during regular business hours.



***We look forward to serving you!***

## Academic Personnel Contacts

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Andrea Dittman	<b>Office Manager</b> , x3445, <a href="mailto:andrea.dittman@ucsb.edu">andrea.dittman@ucsb.edu</a> <i>Payroll; intercampus payments; general information</i>

*Our next newsletter is scheduled for Fall 2017. If you have a question or topic to suggest, please send to [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)*