

*Winter 2017*

# Academic Personnel News

## University of California, Santa Barbara

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### Using UC Recruit— Q & A for Search Committees and Departmental Analysts

Departments across campus are busy with senate faculty recruitments, many of which were started in the UC Recruit system during Fall Quarter. As you review applicants and take steps towards identifying candidates to invite to campus for interviews, keep in mind that updates to the recruitment should be tracked in the system as decisions are made. For example, candidates for the long short-list should have their statuses changed to “Serious Consideration.” The Short List Report, where candidates are advanced to “Recommend for Interview,” must be submitted and approved before candidates are officially invited.

**Q: In viewing the Applicants list, is there a quick way to tell which applicants applied by the initial review window in an Initial Review Date search?**

A: You may filter applicants by using the functions to the left-hand side of the Applicants list screen. First, you may wish to click “Reset” to clear any existing filters, then open “Completed Date” and enter the date of interest in the “On or Before” field, or use the date slider to define your review period. In addition, you may wish to set your column view from the Applicants list page so that “Review Window” and “Completed Date” columns are automatically enabled. This function can be found by clicking the “Change Columns” button on the Applicants page.

**Q: The search committee is ready to review applicants in order to come up with a short list. Do I, as the department analyst managing the recruitment, need to do anything before they do?**

A: Yes. An initial pass must be made of the "Unknown" pool to determine which applicants meet, and which do not meet, the recruitment's basic qualifications. The department analyst, search chair, or faculty editor all have access to mark applicants as either Meets or Does Not Meet. To do this, login to UC Recruit, go to the recruitment's Applicants list, click the yellow Unknown tab to display applicants, determine whether or not the applicant meets the "basic qualifications" as outlined in the Qualifications section of the Search Plan, and click the appropriate Meets/Does Not Meet button. Marking applicant(s) as Meets Basic Qualifications, "moves" the applicant(s) to the green Qualified section of the Applicants screen.

## UC Recruit— Q &A for Search Committees and Departmental Analysts

*(continued from page 1)*

**Q: I am a Reviewer on a search committee. Our primary consideration date (or initial review date, IRD) has just passed, and we are now ready to review applicants. The Chair of the search committee says that there are 96 applicants, but I can see only 90 on my view of the Applicants page. Why can't I see all 96 applicants?**

A: There could be several reasons. Search Chairs and Faculty Editors can see all applicants, including those who applied after the review window date, and applicants whose status is Not Complete if one or more required items is missing from the application. Reviewers can see only completed applications. Applicants who applied after the initial review window date are not shown to Reviewers.

Alternatively, filters, which may be found on the left side of the Applicants list, may be "hiding" applicants from view; click the Reset button to remove any filters which are preventing you from seeing applicants you should otherwise be able to review. Finally, Department Analysts or the Committee Chair or Editor may "hide" applicants from view; only the Department Analyst, Committee Chairs, or Editors can unhide.

**Q: On my view of the Applicants screen, I see four sections: Qualified, Unknown, Unqualified, and Entire Pool. I have been assigned a role as Reviewer. Does it matter which section I use to review applicants?**

A: Yes. Search committee members should work in the Qualified tab during the substantive evaluation stage, once applicants have been sorted by the department analyst (or Search Chair or Faculty Editor) into "meets basic qualifications" and "does not meet." This is consistent with fair hiring practices and avoids consideration of incomplete applications or unqualified applicants.

**Q: How are applicants marked in order to identify them for inclusion on our long-short-list, or on our short-list? How can we identify alternate applicants that we might want to interview, e.g. if our first three candidates come for campus interviews but are not advanced in consideration?**

A: Applicants identified for inclusion on a long short-list should have their statuses updated from "Complete" to "Serious Consideration." Of these applicants, those advanced to short-list status should be marked "Recommend for Interview." "Recommend for Interview" applicant names will be "pulled" into the Short List report submitted for approval by the Department Chair, Office of Equal Opportunity, Dean's Analyst, and Dean (for most senate faculty short-lists). Once final approval is obtained, the department may officially invite the candidates for campus interviews.

***Look for more UC Recruit Questions & Answers coming soon to the FAQs page under the [Resources for Department Analysts](#) on the Academic Personnel website.***

***Specific questions about UC Recruit? Email [help@aaait.ucsb.edu](mailto:help@aaait.ucsb.edu)  
or contact your AP staff as listed on page 6***

## **Call for Applications:**

### **2017-18 Career Development Awards and Fellowships**

***The Faculty Career Development Award (FCDA) program*** supports 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 Regents' Junior Faculty Fellowship (RJFF) program*** was created to help eligible junior faculty develop a substantial record in research and creative work necessary for advancement to tenure.

***The Regents' Humanities Faculty Fellowship (RHFF) program*** is intended to encourage and facilitate research, advanced or independent study, or improvement of teaching effectiveness in the humanities by providing supplemental summer or sabbatical leave salary.

***Applications due by 5pm Monday, January 30th***  
***Further information and online application available at***  
***<https://ap.ucsb.edu/resources.for.academic.employees/awards/>***

### **Department of Labor (DOL) New Overtime Rule**

On November 22, 2016, a federal district judge issued a nationwide preliminary injunction blocking implementation of the U.S. Department of Labor's rule that would raise the minimum salary level required for the executive, administrative and professional overtime exemptions under the Fair Labor Standards Act (FLSA). Although the injunction meant that employers were no longer required to meet the December 1, 2016 implementation deadline, many businesses and Universities, including the UC system, decided to move forward with the implementation plans. The main reason for continued implementation was the disruption that would have occurred for employees impacted by the change. At this time, it is still not clear what the outcome of the DOL's rule will be, however, a few decisions have been made by UC regarding employees who were converted to non-exempt status.

Employees who received pay increases because of the DOL ruling will remain at the new rate. No decreases in salary will occur.

If the injunction is upheld, or if no action has been taken by late spring, the University will likely transition some non-exempt employees back to exempt status beginning with the new fiscal year (on or around July 1, 2017). Details regarding which employee groups would transition and the exact timing are still under discussion.

Further information will be shared as it becomes available.

# ***1st CALL FOR PROPOSALS– NSF Development Fund Grants due Monday, April 10, 2017***

*Unit 18 non-senate faculty (NSF) members are invited to apply for Non-Senate Faculty Development Fund Grants*

These professional 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. Awards are 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. Proposals may be fully or partially funded. Award period: July 1, 2017 through June 30, 2018.

***A copy of the complete call, application procedures and FAQ  
can be found at:  
<https://ap.ucsb.edu/~awards/apply/2017-2018/NSF-Call1.pdf>***

## **Professional Development Resources for Faculty**

The Office of the Executive Vice Chancellor has compiled a resource page for the many faculty professional development and training opportunities available at UCSB. With a wide range of topics from teaching, mentoring and leadership training, to learning about research funding opportunities, this one-stop resource will link you to the staff and offices that will help you thrive at UCSB. You will find the Professional Development Resources for Faculty page on the Academic Personnel website under Resources for Academic Employees, or find it here:

**<https://ap.ucsb.edu/resources.for.academic.employees/professional.development.opportunities/>**

A graphic consisting of three nested squares. The outermost square is olive green, the middle one is light purple, and the innermost one is white with a dark blue border. The text "Red Binder Updates" is centered in the white square in a dark purple serif font.

## Red Binder Updates

*A number of revisions to the Red Binder (UCSB campus academic personnel policies and procedures) have been posted at the Academic Personnel Red Binder website:*

*<https://ap.ucsb.edu/policies.and.procedures/red.binder/>*

*Recent updates list of changes is available at:*

*<https://ap.ucsb.edu/policies.and.procedures/red.binder/recent.updates/>*


## Postdoctoral Scholars MOU agreement reached

Major changes affecting Postdoctoral Scholars have been updated in Red Binder III-17 and posted. The updates reflect changes made to the Memorandum of Understanding between the UAW and the University during the bargaining that concluded during Fall quarter. The contract, which runs through September of 2020, involves a number of changes affecting postdoctoral initial appointments, reappointment, compensation, and leaves.

The Postdoctoral Scholars Appointment Form and Postdoctoral Scholars Mid-Appointment Salary Increase Form have been updated. These are available on the Academic Personnel web site at <https://ap.ucsb.edu/forms/>

The Postdoctoral Scholar salary scale increased as of December 1, 2016. The new scale is listed on Table 23 and is available at the Academic Personnel website under [UCSB Salary Scales](#)

Questions regarding the updated language or Postdoctoral Scholar appointments may be directed to Billy Ko at x4441 or [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu)

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

# Academic Personnel Training

The Academic Personnel office offers classes and workshops throughout the year. The **Academic Personnel Certificate Program** is designed to provide a comprehensive working knowledge of all aspects of Academic Personnel. Participants are welcome to take individual courses or to work towards a certificate.

AP also offers the opportunity to explore concepts in greater depth in a series of advanced workshops. These workshops provide staff who are already working with specific topics a chance to ask questions and discuss best practices and complicated situations with regard to specific groups of academic employees and processes.

The date/time/location for some courses to be offered later in the academic year are to be determined (noted as “TBA” on the registration page). Registered participants will be notified of the details once they are set.

To view the schedule and register for classes, please go to the Academic Personnel web site under Training and Workshops, or link directly to:

<https://ap.ucsb.edu/~staff.training.registration/>

## ACADEMIC PERSONNEL CONTACTS

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