Academic Personnel News

University of California, Santa Barbara

Spring 2018

Published by the Office of Academic Personnel

Words from the AVC
Alison Butler, Associate Vice Chancellor for Academic Personnel

Case preparation for faculty with joint appointments

Preparation of advancement cases for faculty who hold joint appointments in two or more departments does not need to be challenging. Departments must delegate and agree upon the division of case responsibilities so as to avoid duplication of efforts, while also ensuring that all case obligations are completed on time. Therefore, departments are encouraged to communicate early on and to establish protocols to avoid duplication of efforts for everyone involved in the advancement review. As an example, updating a candidate's biobib and checking it against the biobib in the previous case might best be handled first by the lead department, to avoid multiple versions of a biobib, which can lead to confusion and wasted time. Even more detrimental are procedural errors such as when external letter solicitations are sent out to potential reviewers without coordination and cooperation between a candidate's departments. Understanding the appropriate ways in which joint cases may be handled can help guide the review process and alleviate department processing errors and confusion.

Red Binder I-23 encourages departments to gather and prepare materials jointly and to share case materials. Likewise, cases which require outside letters should be coordinated so that the list of evaluators to be solicited contains an appropriate mix as per the letter guidelines in RB I-46. Solicitations to evaluators may be sent jointly, or the departments can agree to share independently solicited letters.

Departments may assign an interdepartmental ad hoc committee to provide an analysis of the case materials. Departments may agree upon a "lead" department who coordinates the assembly of most of the case materials, solicits outside letters, and prepares the main analysis of the candidate's record, with the secondary department providing a separate analysis focused on aspects of the record pertaining to its department. The lead department is most often identified as that which holds the larger appointment percentage, although the lead can also be determined by mutual agreement between departments. In any case, each department letter should reflect the opinions of that department's respective faculty. Each department is expected to complete its own analysis independently and to conduct and report its own vote. At a minimum, and with very few exceptions, each department uploads into AP Folio its own case summary cover sheet, department letter, and safeguard statement.

UCPATH READINESS ROADSHOW
HITS THE ROAD

The UC's new payroll, academic personnel and human resources system—UCPath—will go live at UCSB this fall, replacing our nearly 40-year-old payroll/personnel system (PPS) with more powerful technology, streamlined processes and a shared service center. To learn more about UCPath, how you will be affected and what you can do to prepare, join your colleagues and staff for a discussion with campus leadership at a Readiness Roadshow event.

Readiness Roadshow events are being held throughout campus in May and June to provide Deans, Department Chairs, Faculty who supervise employees, Business Officers, MSOs, PPS Preparers and DBRs with an opportunity to ask questions and get answers. Check the schedule for a Roadshow coming to you. Space is limited; if you are unable to attend your group's event, a recording will be available on the UCSB website.

UCPATH READINESS ROADSHOW SCHEDULE FOR ACADEMIC AREAS OF CAMPUS

College of Creative Studies	**May 10**
Gevirtz Graduate School	**3:00-4:00pm**
Academic Affairs Offices/Units	**Loma Pelona**
College of Engineering	**May 15**
	10:00-11:00am
	UCEN Flying A Studios
Humanities & Fine Arts	**May 31**
Social Sciences	**10:30-11:30am**
	UCEN Flying A Studies
Bren School	**June 5**
Mathematical, Life & Physical Sciences	**2:00-3:00pm**
Letters and Sciences Academic Advising	**UCEN Flying A Studios**
Research Units	**June 6**
	2:00-3:00pm
	UCEN Flying A Studios

In addition to the Readiness Roadshow, there are a range of informational activities available to you. Among these, look for emails coming out in May with academic-specific information about UCPath and announcements coming soon about a UCPath Townhall in July for all employees. You can also find information on our website at http://www.ucpath.ucsb.edu. Your knowing about the changes and what you will need to do to be ready will help our campus transition to the new system and processes more quickly and smoothly.

Chancellor's Reception to Honor New Retirees

Are you retiring soon, or recently retired? If so, we invite you to join us for the fourth annual Chancellor's Reception Honoring New Retirees event for refreshments and celebration at Mosher Alumni House on Monday, May 21.

Where: Mosher Alumni House, Alumni Hall

When: 4:30pm to 6pm, on Monday, May 21, 2018

Who: Newly retired staff and faculty and those retiring in 2018, plus a guest

Questions – and to RSVP by 5/14/18 – please contact us at: debra.martin@hr.ucsb.edu or x2168

2018-19 Merit and Promotion Eligibility

The lists of **Senate Faculty and Continuing Lecturers** eligible for merits and promotions effective July 1, 2019 are now available.

Access your department's list by logging into the Academic Personnel website and clicking on the Eligibility Listing link under the AP Folio heading. Links will appear for each employee category. Department chairs and staff who have access to the online case processing system have access to the eligibility information. Eligibility lists may be downloaded to Excel or printed to PDF as needed. The status of cases still active within the current cycle may be found under Pending actions.

Eligibility lists for Researchers, Project Scientists, Specialists, and Academic Coordinators will be released in early September 2018. You will be notified at that time.

Case Deadlines:

Dean's Approval—November 13, 2018

Expanded Review—December 10, 2018

Continuing Lecturers—April 1, 2019

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.

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. *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.

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 online process will be considered. Should you have questions about the Hellman Program, please contact Andrea Dittman in the Office of Academic Personnel at x3445 or andrea.dittman@ucsb.edu

Applications must be submitted electronically by 5pm May 7, 2018 to https://ap.ucsb.edu/~awards/apply/
Funds awarded will be available as early as July 1, 2018

ADDITIONAL COMPENSATION—Dates & new methodology for 2018

PPS preparers and other staff who manage summer additional compensation payments were asked to attend Academic Personnel training in April to discuss new methodology to be used in entering summer research payments for 2018. These changes simplify entry into PPS and help prepare for the transition to UCPath.

Training reference materials may be found at:

https://ap.ucsb.edu/training.and.workshops/staff.training.materials/

2018 Pay and Service Dates are available at:

Red Binder VI-10

Use of salary information
in academic employee appointment cases

As recently announced, **AB 168** took effect January 1, 2018. This law prohibits employers from inquiring about or relying upon salary history as a factor in determining salary or whether to offer employment. The intention is to prevent perpetuation of pay inequities that arise when employment offers are based on previous pay that may have been based on discriminatory decisions.

Prospective employees may no longer be asked to provide their current pay rate or be encouraged to volunteer the information. Departments must use the newly revised UCSB Biography form, available on the Academic Personnel website, which no longer asks for salary history information when preparing paperwork for academic employees. Salary recommendations should be based on factors such as the qualifications of the individual as they relate to the position; record of academic accomplishment as reflected by research, publications, grants, fellowships, experience; previous academic positions; and other measures that indicate experience, expertise, and standing in the field.

Guidelines regarding implementation of AB 168 in academic hires at are available on the Academic Personnel website on both the *Resources for Department Analysts* and *Resources for Academic Employees* pages.

Read the full announcement here: *https://ap.ucsb.edu/news.and.announcements/memos/?2.1.2018.Use.of.Salary.Information.in.Academic.Employee.Appointment.Cases*

Promotion Workshops

We are pleased to announce that the Office of Academic Personnel and the Office of Research have once again teamed up to present faculty promotion workshops on May 7 and May 9. These workshops are designed for faculty in both the Professor and Lecturer SOE series who will soon be undergoing promotion-to-tenure or promotion-to-Full reviews. Senior administrators and department chairs share advice and insight about the promotion review process, and recently promoted faculty panelists discuss their experience in preparing their promotion cases and offer advice and guidance to the participants.

Faculty not currently undergoing review, including assistant and associate professors and appointees in the LPSOE/LSOE series, should have received an email invitation with event details and an RSVP link. If you did not receive this invitation, please contact Meredith Murr at murr@research.ucsb.edu

Academic Personnel Staffing Changes

The 2018-19 academic year will bring significant changes to campus, the most notable of which is UCPath, the UC's new payroll and personnel management system to be launched at UCSB on September 1, 2018. In order to accommodate a changing workload and the centralization of many academic employment business processes, staff changes have been taking place in the Academic Personnel Office.

Karen Moreno has accepted the new position of UCPath Academic Personnel Manager. Karen served as Senior Analyst in AP for six years managing faculty and other academic employee matters for HFA, Social Sciences, Education, and College of Creative Studies. Lia Cabello will be joining the office on May 1 as her replacement. Lia brings a great deal of experience from both the departmental level and from her years as an analyst in the Equal Opportunity Discrimination Prevention office.

In addition, two new UCPath Analyst positions have been added. Danica Acosta comes from the Institute for Collaborative Biotechnologies (ICB) where she worked as a payroll and research administration assistant. Monique Chaidez is also from on-campus as an accounts payable processor in Business and Financial Services. Danica and Monique will both join the AP office effective April 30.

As of this newsletter's publication, full contact information for new AP staff is not yet available. Limited information, plus contact information for existing AP staff, may be found on page 7 of this newsletter.

Updated ASE Notice of Appointment letter templates

ASE Notice of Appointment Letters for the 2018-19 Academic Year are now posted on the AP Website under **Resources for Department Analysts ➜ Graduate Student Appointments ➜** Sample Letters. The dates have been updated to reflect the service dates for each academic quarter.

The Graduate Student Maximum Employment Chart has also been updated for 2018-19. This chart shows the inter-quarter periods when graduate students can exceed the 50% employment max. The Pay and Service Period Chart for 2018-19 compares the service dates vs. payroll dates and can be found under Compensation and Benefits.

Our next newsletter is scheduled for Summer 2018.
If you have a question or topic to suggest, please send to
june.betancourt@ucsb.edu

ACADEMIC PERSONNEL STAFF

Contacts

Alison Butler   **Associate Vice Chancellor**, x2622, alison.butler.avc@ap.ucsb.edu

Cindy Doherty   **Director,** x8332, cindy.doherty@ucsb.edu

June Betancourt   **Associate Director**, x5728, june.betancourt@ucsb.edu
Academic recruitment management (UC Recruit); training;
general academic personnel policy and procedure

Lia Cabello   **Senior Personnel Analyst,** x5979, lia.cabello@ucsb.edu *(as of May 1)*
Humanities & Fine Arts; Social Sciences; Academic Programs; Creative Studies;
Education

Helly Kwee   **Senior Personnel Analyst,** x5428, helly.kwee@ucsb.edu
Math, Life & Physical Sciences; Engineering; Bren School

Joanna Kettmann   **Personnel Analyst,** x5048, joanna.kettmann@ucsb.edu
Assoc & Full Specialists, Project Scientists, Professional Researchers

Billy Ko   **Personnel Analyst**, x4441, billy.ko@ucsb.edu
Jr & Asst Specialists; Postdoctoral Scholars; Graduate Student Employees

Karen Moreno   **UCPath Manager,** x5429, karen.moreno@ucsb.edu
UCPath management, including position management, transactional oversight
and training; leave administration

Danica Acosta   **UCPath Analyst,** x5963, email TBA *(as of April 30)*
UCPath support for academic employment

Monique Chaidez   **UCPath Analyst,** x5977, email TBA *(as of April 30)*
UCPath support for academic employment

Andrea Dittman   **Office Manager,** x3445, andrea.dittman@ucsb.edu
Payroll; intercampus payments; general information