

Summer 2018

# Academic Personnel News

University of California, Santa Barbara

## Inside this issue

Words from the AVC

Salary Increase Program  
2018

UCPath Updates

JobElephant

Recognition of Retiring  
Faculty

UC Retirement Benefits  
Choice Program

Conflict of Commitment  
APM 025

AP Contacts

## Words from the AVC

*Alison Butler, Associate Vice Chancellor for Academic Personnel*

### **Service: Too Much or Too Little?**

Are you doing too much service?! How do you know? What are the appropriate levels of service at different ranks of the Professor and Lecturer SOE series?

As one of four areas of evaluation, Service continues to confound some faculty personnel cases. For some candidates, the problem stems from doing too much service; for others, the problem is doing too little or none at all. Whether we like it or not, service is a category which is evaluated in every merit or promotion review.

On our campus, it is generally recognized that Assistant Professors and Lecturers with Potential Security of Employment (LPSOE) are not expected to engage in service at the campus level. This is for good reason: Assistant Professors should keep the focus on developing their research programs or other creative endeavors, honing their teaching and mentoring skills, improving their courses, and advancing their professional activities. For LPSOE, the focus will be on teaching, mentoring, and professional activities.

In terms of service at the department level, it is appropriate for junior faculty to engage in service activities, and in fact, some types may be quite advantageous. Participation in departmental graduate admissions committee work gives an early look at applicants, or seminar committee work affords an opportunity to network and engage in professional outreach. Of course, there are variations according to the size of the department – the service load in a small department for an individual faculty member may be greater than that in a larger one.

Once promoted to Associate Professor, invitations begin rolling in with offers to serve on committees. The Associate Professor years are still a time to maintain a focus on research, professional activities and teaching, especially to explore new research directions or to finish that second book as preparation for promotion to Professor. If you are at Associate Professor III or IV, are you feeling stuck because you are consumed with committee work? If so, this realization should be a light-bulb moment signaling over-commitment to committee work which may be holding back advancement. There are polite ways to decline an invitation to committee

work, and you can always indicate your interest to serve at some point in the future. Nevertheless, as for Assistant Professors, some level of committee work is expected, and this may also be generally at the departmental level. Department Chairs may want to rethink committee assignments for Associate Professor and avoid overloading them with undue or especially time-consuming committee responsibilities. *(Continued on page 2)*

***For some candidates, the problem stems from doing too much service; for others, the problem is doing too little or none at all.***

## Words from the AVC (*continued from page 1*)

At the Full Professor rank, campus service – in addition to departmental service – is important, particularly at the higher steps of the Professor series, and particularly for advancement to and within Professor Above Scale. UCSB's shared governance structure and service on Senate committees provide faculty an opportunity to shape the campus. Don't be left out! Significant service activity is not limited to Senate committees, however. The AP website has a list of other possible service opportunities: <https://ap.ucsb.edu/resources.for.academic.employees/service.opportunities.pdf>

As faculty advance in rank and step, expectations for engagement in meaningful service increase proportionally. Sound out your colleagues who have committee experience. You are likely to hear about experiences which have been remarkably positive.

## July 1, 2018 Salary increase programs for Academic employees

***President Napolitano has approved a salary increase program for non-represented academic employees effective July 1, 2018. Represented academic employees received increases as stipulated in Memorandums of Understanding. Salary increases were implemented as follows:***

**Academic Senate Faculty and Researcher series:** 4% increase.

**Other Non-Represented Academic Employees:** 3% increase.

**Non-Senate Faculty (Lecturers and Supervisors of Teacher Education):** Salaries will be increased by 2.5% per the Memorandum of Understanding between the University and the UC-AFT.

**Academic Student Employees (TAs, Associates, Readers, and Tutors):** Contract negotiations are ongoing between the University and the UAW. Further information will be provided at a later date.

**Graduate Student Researchers:** Consultation regarding the scale increase is ongoing, however, it is anticipated that the salary scales will be adjusted effective October 1, 2018.

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

***Salary increases reflected in the August 1 check for monthly employees and the July 25 check for bi-weekly employees.***

**Further detail regarding the implementation of the salary increase program is available in the July 5, 2018 memo to campus which may be accessed on the Academic Personnel website at <https://ap.ucsb.edu/> under the *Memos to Campus* heading.**

# UCPath updates and reminders

The implementation of UCPath will occur during one of the busiest hiring periods of the year for student employment. In order to support the smoothest transition possible, Human Resources and Academic Personnel have worked together to develop guidance for the uniform processing of student employment transactions that typically take place in September. Information is being shared with departmental PPS preparers through a series of emails. The information is also available on the UCPath website at: <https://www.ucpath.ucsb.edu> under the Communications tab.



Due to PPS and UCPath freeze periods during September, departments are encouraged to enter all fall appointments into PPS prior to August 31, to the extent possible. A plan for processing remaining hires and other critical activity during September will be shared with the campus in the coming weeks. Departments will also be provided with a resource guide outlining where employees should be directed if the experience pay issues during the transition period and once the transition to UCPath is complete.

Employees who have not yet attended a UCPath informational event may wish to watch the video of the campus-wide Townhall recorded July 26, 2018 in the Corwin Pavilion. Further information about the event, including the archived video, is available on the UCPath website.

Central office staff and the project team appreciate the patience and understanding of the campus community as we transition to UCPath.

**JobElephant** specializes in academic position recruitment advertising. With this year's recruitment cycle getting underway, departments are reminded of the option to list job postings with JobElephant's cost-effective and customizable services.



## 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. They can even split the costs of shared search advertising, invoicing each department separately.
- ✓ JobElephant will collect proof of advertising tear sheets on the department's behalf, thereby meeting DOL regulations associated with labor certification documentation requirements, and allowing departments to forgo the requirement for a print ad.\*

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

\*See the full campus announcement, including FAQs, by clicking [here](#)

# RECOGNITION OF RETIRING FACULTY

The following faculty retired during the 2017-18 academic year:

## **END OF FALL QUARTER:**

ANTHONY ANDERSON  
ROBERT KOEGEL

Philosophy  
Counseling, Clinical, and School Psychology/Education

## **END OF WINTER QUARTER:**

CLAUDINE MICHEL

Black Studies

## **END OF SPRING QUARTER:**

RICHARD CHURCH  
WILLIAM COMANOR  
JENNY COOK-GUMPERZ  
JEFF DOZIER  
TOM DUNNE  
LOUISE FRADENBURG  
MIKE FURLONG  
LYNN GAMBLE  
GILES GUNN  
CARL GUTIÉRREZ-JONES  
CARL GWINN  
M. KENT JENNINGS  
SUSAN JOHNSON  
SUZANNE JILL LEVINE  
FRANCISCO LOMELI  
SEARS MCGEE  
SAMIR MITRAGOTRI

Geography  
Economics  
Education  
Bren School of Environmental Science and Management  
Bren School of Environmental Science and Management  
English  
Counseling, Clinical, and School Psychology/Education  
Anthropology  
Global and International Studies/English  
English  
Physics  
Political Science  
Education  
Spanish and Portuguese  
Chicana and Chicano Studies/Spanish and Portuguese  
History  
Chemical Engineering/Biomolecular  
Science and Engineering  
Chemistry and Biochemistry/Biomolecular  
Science and Engineering

STAN PARSONS

Art  
Ecology, Evolution and Marine Biology  
Art  
Technology Management Program  
Earth Science  
Religious Studies

HARRY REESE  
WILLIAM RICE  
RICHARD ROSS  
DAVE SEIBOLD  
FRANK SPERA  
DAVID WHITE

# Important Benefits Information for New Hires—Faculty

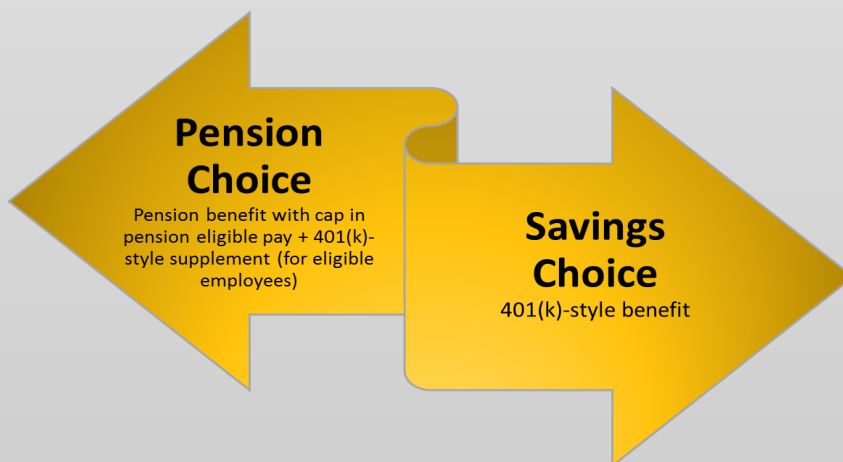
The University of California offers excellent health and retirement benefits. Many UC resources are available to help new faculty make the right choices for their needs. Learn more at <https://ucnet.universityofcalifornia.edu>.

**Health & Welfare Benefits:** Enroll in health & welfare benefits at <https://atyourserviceonline.ucop.edu/>. If you choose to participate in any of the benefit programs, you must enroll on-line within the first 31 days of your employment. Coverage begins on your first day of employment. If you do not enroll within the 31-day period of initial eligibility, you will have a second 31-day enrollment opportunity beginning on the first day of classes or the first day of your arrival on the campus, whichever occurs first (with coverage beginning that day). If you don't enroll during either of these times, you waive your right to participate in some important benefits programs; you can enroll in others during the next annual open enrollment period, usually held in late fall, with coverage effective January 1. Under certain circumstances, you may be eligible to enroll or modify your elections if you experience a qualified life status event change.

**Retirement Benefits:** Following your hire, you will receive communications from Fidelity regarding the Retirement Choice Program, which allows you to choose between two retirement plan options: **Pension Choice** or **Savings Choice**. Both provide a valuable retirement benefit, and each has unique characteristics and advantages.

**Participation in the Retirement Choice Program is required, and if you do not select an option within the 90-day election period, you will automatically be enrolled in Pension Choice.**

*Newly recruited faculty should make an election as soon as possible. UC contributions (and service credit under Pension Choice) do not start until you make an election, so it pays to enroll as soon as you've decided.*



**If you wait 90 days to enroll or default into Pension Choice, you lose up to three months of UC contributions and service credit — delaying vesting and decreasing your benefits.**

**If you wait until the deadline to enroll in Savings Choice, you lose up to three months of UC and personal pretax contributions — reducing your retirement savings contributions.**

**For more information and to enroll please visit:**  
<https://myucreirement.com/choose>

# 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.

**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.

*Annual reporting must be completed by October 31st*

## 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:**

Lia Cabello at [lia.cabello@ucsb.edu](mailto:lia.cabello@ucsb.edu) x5979 or  
Helly Kwee at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu) x5428



## Academic Personnel Staff

Alison Butler      **Associate Vice Chancellor**, x2622, [alison.butler.avc@ap.ucsb.edu](mailto:alison.butler.avc@ap.ucsb.edu)

Cindy Doherty      **Director**, x8332, [cindy.doherty@ucsb.edu](mailto:cindy.doherty@ucsb.edu)

June Betancourt      **Associate Director**, x5728, [june.betancourt@ucsb.edu](mailto: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](mailto:lia.cabello@ucsb.edu)  
*Humanities & Fine Arts; Social Sciences; Academic Programs; Creative Studies;  
Education*

Helly Kwee      **Senior Personnel Analyst**, x5428, [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu)  
*Math, Life & Physical Sciences; Engineering; Bren School*

Joanna Kettmann      **Personnel Analyst**, x5048, [joanna.kettmann@ucsb.edu](mailto:joanna.kettmann@ucsb.edu)  
*Assoc & Full Specialists, Project Scientists, Professional Researchers*

Billy Ko      **Personnel Analyst**, x4441, [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu)  
*Jr & Asst Specialists; Postdoctoral Scholars; Graduate Student Employees*

Karen Moreno      **UCPath Manager**, x5429, [karen.moreno@ucsb.edu](mailto:karen.moreno@ucsb.edu)  
*UCPath management, including position management, transactional oversight  
and training; leave administration*

Danica Acosta      **UCPath Analyst**, x5963, [ddacosta@ucsb.edu](mailto:ddacosta@ucsb.edu)  
*UCPath support for academic employment*

Monique Chaidez      **UCPath Analyst**, x5977, [monique.chaidez@ucsb.edu](mailto:monique.chaidez@ucsb.edu)  
*UCPath support for academic employment*

Andrea Dittman      **Office Manager**, x3445, [andrea.dittman@ucsb.edu](mailto:andrea.dittman@ucsb.edu)  
*Payroll; intercampus payments; general information*



***Our next newsletter is scheduled for Fall 2018. If you have a question or  
topic to suggest, please send to [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)***