

Spring 2019

Academic Personnel News

University of California, Santa Barbara

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Words from CAP

What Constitutes an Effective Set of External Letters?

Francis Dunn, Chair, Committee on Academic Personnel

In promotions and career reviews, external letters are the “gold standard” by which CAP and other reviewing agencies ascertain that the advance is justified. It is therefore especially important that referees be chosen carefully as providing credible independent assessment of the candidate’s record.

External letters for promotion to Associate Professor or Professor, and advancement to Professor Step VI or Above Scale, should come predominantly from full professors or those of higher rank who are independent of the candidate, i.e., individuals who have not had a recent collaboration, co-authored publication, or joint grant with the candidate, nor are former mentors. It is especially important to receive evaluations from experts with sufficient professorial experience within the UC system to evaluate appropriate placement of the candidate on the UC step scale, or when the action involves knowledge of the UC step system, e.g., advancement to Professor Step VI or Professor Above Scale.

In the Lecturer SOE series, letters of evaluation may come from UCSB Senate faculty, external to the department, who have conducted a peer review of the candidate’s teaching. Peer evaluation may include classroom visits or videotaping, commentary on course syllabi, reading assignments, and examinations. Such letters may not be substituted for the UC familiar letters, which are expected to be external to UCSB.

In relatively small fields or subdisciplines, it may be difficult not to call upon collaborators for a letter. Nevertheless, there is likely to be a perception of bias if a letter writer contributed to scholarship on which the departmental recommendation is based. When a department feels it is necessary to include a letter from the candidate’s collaborator, coauthor or mentor, the coded external referee list should be clear about the nature of the association. Similarly, when department-nominated letters are solicited from individuals at a rank below full professor, this should be noted and explained in the qualifications section of the coded list.

In some fields or subdisciplines, it may also be difficult to find appropriate UC-familiar referees. The problem may become acute if a candidate has undergone previous barrier-step advancements for which qualified UC-familiar referees have been used to write letters for the same candidate in the past. In these cases, the department should provide a brief explanation on the coded list of why a previous letter writer has been selected or why UC-familiar reviewers are not feasible. ■

“...there is likely to be a perception of bias if a letter writer contributed to scholarship on which the departmental recommendation is based.”

See CAP’s *Personnel Case FAQs* at <https://senate.ucsb.edu/frequently.asked.questions/personnel.cases/>

What is ASMD?

Active Service-Modified Duties (ASMD)

is available to any academic appointee who is responsible for 50 percent or more of the care of an infant for the period before and/or immediately following a birth, or adoption of a child under age five, to allow the parent to prepare and/or care for the infant or young child. ASMD is not a leave, but rather a reduction of duties. ASMD can be taken during the period spanning 3 months prior to 12 months following the birth or placement.

A birth-mother is eligible for up to 36 weeks (fiscal year appointee) or three quarters (academic year appointee) of ASMD, while other new parents are eligible for up to 12 weeks (fiscal year appointee) or one quarter (academic year appointee.)

Senate faculty are granted periods of ASMD at full pay, with appropriate reduction of duties; often this is a reduced teaching load. For Lecturers, ASMD may involve the assignment of additional resources. For academic employees who accrue sick leave, ASMD will involve a reduced workload with sick leave used in proportion to the reduction. If sick leave is exhausted, there will be a reduction in pay equivalent to the reduction in duties.

The employee requesting ASMD should discuss the specifics with their Chair, Director or supervisor. Dean's offices and Academic Personnel may also be consulted if there are questions or concerns regarding what responsibilities will be reduced or maintained.

New Bargaining Unit

Academic Researchers

The University has recently recognized a new bargaining unit that will cover a number of academic research series, including Specialists, Project Scientists, and Researchers.

Bargaining is projected to begin within the next month or so and we will continue to communicate with the campus as needed. Once a contract is ratified, campus training will take place. In the mean-time, questions may be directed to Sydney Roberts in Labor Relations at x4210 or Joanna Kettmann in Academic Personnel at x5048.

The lists of...

Senate Faculty and Continuing Lecturers eligible for merits and promotions effective July 1, 2020 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 2019. You will be notified at that time.

Case Deadlines:

Dean's Approval
November 12, 2019

Expanded Review
December 9, 2019

Continuing Lecturers
April 1, 2020

PROMOTION WORKSHOPS

The Office of Academic Personnel is pleased to announce that faculty promotion workshops will be offered again this year on May 1 and May 2. 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 June Betancourt at june.betancourt@ucsb.edu

Sponsoring Permanent Residency

Rules for recruiting and hiring international researchers and faculty have always been complex, requiring careful timing and documentation management. Over the last few years the process has grown even more complicated while the University's options for sponsoring permanent residency status have become more limited.

If your department is planning to conduct an open search to fill a position, the finalist selected may or may not be a US citizen. Please consult with the **Office of International Students and Scholars** (OISS) to ensure that any early groundwork steps are completed. If your department is planning to pursue a search waiver for an individual who is not a US citizen, you are also encouraged to consult with OISS. Reach out at the start of either process to ensure that deadlines and requirements are met.

If your department currently has employees who may need sponsorship in the future and you have not yet consulted with OISS, it is strongly recommended that the department contact OISS as soon as possible.

The options for permanent residency sponsorship can vary depending upon several factors including country of origin, discipline or field, and visa category eligibility, so early planning is essential.

Please contact Kayleen McDonald at OISS for further information: kayleen.mcdonald@sa.ucsb.edu or (805) 893-2097

Chancellor's Reception to Honor New Retirees

Are you retiring soon, or recently retired?

Recently retired staff and faculty or those retiring in 2019 (plus a guest) are invited to the fifth annual

Chancellor's Reception Honoring New Retirees

for refreshments and a celebration at

Mosher Alumni House on Monday, May 20, 2019 from 4:30pm-6:00pm

For questions and to RSVP by May 5, 2019, contact karen.rasmussen@hr.ucsb.edu or x2168

Spring 2019 UC Recruit Drop-in Labs Faculty and staff* are invited to obtain in-person assistance with any recruitment issues. Come by the Academic Personnel Office in Cheadle Hall 1311 during Spring on **Mondays** from **1:30pm-3:00pm** and **Fridays** from **8:30am-10:00am** **

Drop-in hours are first-come-first-served and have been introduced on a trial basis. Last session 6/28/19. Issues requiring more than 15 minutes may require a separate appointment.

Questions? Contact June Betancourt, x5728 or june.betancourt@ucsb.edu

*Job applicants should work directly with recruiting department

** no labs on 5/27, 6/3 & 6/7

2019-20 Award Call

Hellman Faculty Fellows Program

The Hellman Fellows program provides 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 April 30, 2019 to

<https://ap.ucsb.edu/~awards/apply/>

Funds awarded will be available as early as July 1, 2019

Chairs Supporting Chairs

The UCSB Academic and Staff Assistance Program (ASAP) invites Chairs of departments to a new discussion group. The group will be facilitated by Dr. Kirsten Olson, Clinical Psychologist, and is intended to provide an opportunity for department Chairs to meet and discuss the unique challenges of this position.

The next sessions will be in the HR Learning Center 3101 SAASB as follows:

- ◆ Friday, May 3, 2019 – 12:05 to 12:55 pm
- ◆ Friday, June 14, 2019 – 12:05 to 12:55 pm

RSVP at asap@hr.ucsb.edu or just drop by. Please contact ASAP (x3318) for more information.



ACADEMIC PERSONNEL STAFF

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 <i>Academic recruitment management (UC Recruit); training; general academic personnel policy and procedure</i>
Lia Cabello	Senior Personnel Analyst , x5979, lia.cabello@ucsb.edu <i>Humanities & Fine Arts; Social Sciences; Academic Programs; Creative Studies; Education</i>
Helly Kwee	Senior Personnel Analyst , x5428, helly.kwee@ucsb.edu <i>Math, Life & Physical Sciences; Engineering; Bren School</i>
Joanna Kettmann	Personnel Analyst , x5048, joanna.kettmann@ucsb.edu <i>Specialists, Project Scientists, Professional Researchers</i>
Billy Ko	Personnel Analyst , x4441, billy.ko@ucsb.edu <i>Postdoctoral Scholars; Graduate Student Employees</i>
Karen Moreno	UCPath Manager , x5429, karen.moreno@ucsb.edu <i>UCPath management, including position management, transactional oversight and training; leave administration</i>
Danica Acosta	UCPath Analyst , x5963, ddacosta@ucsb.edu <i>UCPath support for academic employment</i>
Monique Chaidez	UCPath Analyst , x5977, monique.chaidez@ucsb.edu <i>UCPath support for academic employment</i>
Andrea Dittman	Office Manager , x3445, andrea.dittman@ucsb.edu <i>Payroll; intercampus payments; general information</i>

Our next newsletter is scheduled for Summer 2019. If you have a question or topic to suggest, please send to june.betancourt@ucsb.edu