Academic Personnel News

University of California, Santa Barbara

Senate Searches: *Applicant Dispositions*

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Typically in winter or spring quarter, faculty search committees and departments are ready to move forward with their senate faculty searches. They have crafted a job ad aimed at attracting a broad and inclusive applicant pool. They have actively advertised and conducted outreach for weeks or even months to collect applications. They have thoroughly reviewed complete applications and decided which applicants to invite for an interview. After completing campus interviews and after more careful consideration and deliberation, they have decided upon a finalist.

> *If you have served on a senate faculty search committee, you know the frustration delays cause…*

If you have served on a senate faculty search committee, you know the frustration delays cause when the department is ready to move forward with a formal offer to a candidate and yet, as you may have discovered, more often needs to be done. Although appointment cases are processed in AP Folio, the selectee must be formally proposed for hire and details about the search outcome must be processed in UC Recruit. In UC Recruit, the steps the department will need to follow include completing a Search Report and obtaining approval for the Proposed Candidate via a fully approved Search Report.

When the department created the Search Plan back in the fall, it also created a Selection Criteria and Plan. This plan served as the roadmap or outline detailing the steps the department planned to take and the criteria it planned to use to evaluate applicants and arrive at a shortlist and finalist. The Search Report is the opportunity to document what transpired during the search, whether there were changes or deviations from the original Selection Plan, and to record and document the applicant evaluation process.

Crucial to good documentation are disposition reasons and comments. Applicants who were deselected during the multiple review stages should be dispositioned in the system as decisions are made about which applicants are advancing and which are not. The assignment of disposition reasons may be

UC Recruit: What is a *Selection Process*?

completed by the UC Recruit Department Analyst, the Search Committee Chair, or the Faculty Editor.

Proper dispositioning involves recording reasons and comments that establish the department's good faith efforts to fairly review and evaluate all qualified applicants using consistent metrics. Applicants should be evaluated by their qualifications and experience as they directly relate to the position and its job duties. Improper dispositioning are comments such as: *more qualified applicant selected; not chosen; interviewed but disqualified.* None of these tells the story of why an applicant was not selected.

Also problematic are blanket dispositions, or using the same disposition for the majority of applicants. This practice is discouraged since it may be seen as expediently satisfying a requirement rather than recording what actually happened. The practice could cause problems as it leaves no defensible record for the department in the case of a hiring audit or complaint. To an auditor looking at a list of applicants who are all assigned the same reasons, blanket assignment of disposition reasons is a red flag.

It can be helpful to work closely with department staff assigned with managing the recruitment to ensure that these entries are made as close as possible to "real time." Not only will the final recruitment documentation be more accurate, complete, and compliant with federal contractor recruiting and hiring requirements, it will bring the process closer to getting the department's formal offer out to the selected candidate. ■

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FAQs: Family Friendly Policies—Senate Faculty

The University of California has established policies expressing its commitment to a workplace culture supportive of family care-giving responsibilities.

The Academic Personnel webpage has been updated recently with the addition of a *Frequently Asked Questions* page.

For information about UC Santa Barbara's Family Friendly Resources including the FAQs page, go to: **https://ap.ucsb.edu/resources.for.academic.employees/family.friendly.resources/**

Call for Applications:

Career Development Awards and Fellowships 2020-21

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 are due by *5pm Friday, January 31*

Further information and online application available at:
https://ap.ucsb.edu/resources.for.academic.employees/awards/

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.

The complete Red Binder, as well as the annotated changes are available on the Academic Personnel website at: **https://ap.ucsb.edu/policies.and.procedures/red.binder/**

A Note from the Ombuds...

For millenia, humans have used body language, facial expression, and tone of voice to supplement their words. As our communications move to the virtual platform, we have lost much of what gave our words real meaning. At the same time, as our campus becomes more diverse, we may not all share the same culture, language, values, and norms. What one person sees as rude or inappropriate can be another person's ideal behavior. We may need to recognize our assumptions, give people the benefit of the doubt, and get clarification before jumping to conclusions.

The ombuds are available to consult with faculty when there is a breakdown in communication. Interpersonal conflict, sticky situations with students, and authorship disputes, are all common issues brought to the ombuds.

Chairs in particular often find consultations with the ombuds helpful to address some of the many duties that fall under their purview. For instance, chairs may find themselves asked to mediate conflict between others, or to address inappropriate or disturbing behavior. The ombuds is also available to help chairs in proactively creating and maintaining a positive departmental culture among both staff and faculty, or to facilitate a meeting. Having a **confidential** and **impartial** sounding board who has experience and knowledge about the university and its practices and policies can be very beneficial for someone in a leadership position.

The Office of the Ombuds is led by Caroline Adams, and staffed by David Rasch and the most recent addition to the office, Don Lubach. Together, the team brings over 40 years experience at UCSB; and graduate education in law, psychology, higher ed, leadership, and organizations. All of the ombuds are certified or trained mediators, ombuds, and facilitators. To arrange a consultation, please call 805-893-3285. For more information, see **https://ombuds.ucsb.edu/faculty/** and **https://ombuds.ucsb.edu/about/staff/**

Welcome to the

Academic & Staff Assistance Program (ASAP): How Can We Help?

A | S | A | P
Academic & Staff Assistance Program

Pati Montojo, Ph.D., Licensed Psychologist & ASAP Manager

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 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 adult family members. We offer a range of services provided by mental health professionals including consultation, psychotherapy, psychological wellness training, and threat assessment and management. Services are available in the ASAP office, and via phone & Zoom.

♦ **Consultation** is typically with a manager, supervisor, dean, or faculty member with a work-related concern such as an employee or department.
♦ **Psychotherapy** 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 work-place 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 can contact us or schedule an appointment through any of the following:

Phone: **805-893-3318**
Email: **asap@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 working with you.

Our next newsletter is scheduled for Spring 2020. If you have a question or topic to suggest, please send to june.betancourt@ucsb.edu

Work-Life Resources at UCSB

Profile

The Work-Life Resource Coordinator is a new position on our campus which serves as the first point of contact for employees regarding policies, resources, referrals, education, and tools that support work-life at UC Santa Barbara.

Shira Minerd was recently hired onto the UCSB Employee Services team as the **Work-Life Resource Coordinator** for all campus employees. She grew up in Isla Vista and has lived in many places across the country before returning to the Goleta area where she now resides with her partner, her in-laws, her one-year old, and two dogs. Formerly an Emergency Medical Technician, she obtained a Master of Arts in Education from Antioch University where she focused her thesis on the study of wellness as it relates to university faculty, staff and students.

Services Provided

The Work-Life Resource Coordinator can assist in connecting academic employees with key services that they may need in order to pursue work-life integration and harmony. Shira coordinates the **Lactation Support Program** as well as the **My Family Resources** webpage and can assist in developing plans tailored to help individuals from the campus community succeed. This support might include defining work-life goals and helping individuals identify challenges, needs and support systems on campus and in the community.

Current Projects

Shira is currently focused on making the Lactation Accommodation Program the gold standard for the UC system. This effort involves improving existing lactation rooms and increasing access to them as well as seeking opportunities to expand the number of rooms available. She is also working on the Work-Life Resources web-page which is focused on resources and tools that support work-life integration at UCSB.

Work-Life Integration…

is a nonstop pursuit for all of us whether we're providing elder care, searching for child care, trying to find time to publish and teach classes, fulfilling our role as parents, or just trying to juggle it all.

Shira looks forward to working with you and may be contacted as listed here: https://www.hr.ucsb.edu/shira-minerd
UCSB's Work-Life webpage: https://www.hr.ucsb.edu/employee-services/work-life-resources

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