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## UC SANTA BARBARA

# Academic Personnel

## Winter 2022 Newsletter

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January 20, 2022

## Words from the AVC

Dana Mastro, Associate Vice Chancellor for Academic Personnel

### Contributions to Diversity, Equity, and Inclusion in Faculty Merit Reviews

Efforts to promote diversity, equity, and inclusion (DEI) play an essential role in demonstrating our commitment as an educational institution to ensuring that members of our community, particularly those who have been traditionally marginalized, have the opportunity to thrive.

Advancing DEI not only enriches our community but also is fundamental to the excellence of the University. This commitment requires a shared understanding of what it means to engage in meaningful DEI efforts and a clear articulation of how our practices support these values. In the faculty merit review process, this is affirmed by acknowledging and rewarding extraordinary contributions to diversity, when combined with a record that meets expectations in all review areas. As stated in [APM 210-1-d](#): "Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements."

To assist campus reviewing agencies in assessing such contributions in their evaluations of the record, faculty are encouraged to submit statements that describe their contributions to diversity, equity, and inclusion in research, teaching/mentoring, professional activity, and/or service. Although diversity statements are not required, they allow faculty members to highlight notable DEI contributions that might otherwise go unrecognized in merit reviews. Such accomplishments, as established in APM 210-1-d, should be appropriately credited in the academic review process. At the same time, because these activities are neither required nor a separate area of review, faculty who do not submit DEI statements should not be penalized or disadvantaged.

Recognizing and rewarding DEI contributions in the merit review process requires an appreciation of what these wide-ranging activities might entail and the ability to identify when they markedly exceed the normative expectations and responsibilities of our faculty. For example, actions such as incorporating diverse authors into syllabi, teaching that fosters equity and inclusion, and publishing scholarship on DEI issues, are all examples of activities that meet basic expectations for faculty. Activities that go beyond the norm might include significant efforts to revise or enhance the curriculum of a department to support diversity or other program-building initiatives, pedagogical reforms that respond to the needs and success of traditionally underrepresented students, programs that appreciably improve department climate, special efforts and time devoted to mentoring historically underrepresented students, the development of practices that lead to more equitable graduate admissions or faculty hiring, outreach activities that make the university more inclusive and build community, research that supports improvements in the outcomes and experiences of historically underrepresented communities, or scholarship that helps to understand and possibly rectify structural barriers to success for minoritized populations. These are only a few of the many types of notable contributions that exist which may merit

recognition in the review process. UCOP offers additional guidance in the memo titled: [Evaluating Contributions to Diversity for Faculty Appointment and Promotion Under APM - 210](#).

With this in mind, DEI statements should explain how the faculty member's efforts respond to particular issues or address specific goals and should describe how these contributions go beyond standard expectations for teaching, scholarship, and/or service. Correspondingly, reviewing agencies have a responsibility to acknowledge and reward meritorious DEI contributions addressed in these statements, consistent with [APM 210-1-d](#). However, in accordance with these policies and guidelines from the University of California, DEI efforts do not constitute a separate or additional area of review. As such, an acceleration associated with such activities can be credited only in our four pillars of research/creative activities, teaching/mentoring, professional activity, and service. Because many faculty members are committed to this work across multiple areas of review, Chairs, Deans, and campus reviewing agencies are expected to conduct a holistic review of the record of DEI accomplishments to ensure that the extent of the reward reflects the magnitude of the overarching contribution. The determination of the overall acceleration for DEI contributions should, therefore, be based on the scope and significance of the accomplishments across all areas of review.

Consistent with campus practice when rewarding additional off-scale for noteworthy accomplishments in our core areas of review, when there is a recommendation for acceleration based on contributions to DEI, it can be apportioned in increments of  $\frac{1}{4}$  step in off-scale salary. In truly extraordinary cases, it may be possible to award exceptional DEI contributions with up to  $\frac{1}{2}$  step in off-scale. Accelerations can be awarded in a single area of review or up to two areas of review for which the predominant activities occurred, for a maximum combined total of  $\frac{1}{2}$  step.

Beginning with the 2022-23 merit cycle, these guidelines will provide a consistent framework for departments and reviewing agencies to recognize, document, evaluate, and reward DEI contributions. In the meantime, this approach may also inform and assist reviewing agencies in assessing departmental recommendations from the current review period.

## **New Lecturer Contract (IX)**

The AP Office will be offering training on the new Unit 18 Lecturer (IX) contract implementation. Major changes to the contract include longer-term initial and renewed appointments, formalized review processes, pay increases, changes to workload transparency, and more. Department staff who manage Unit 18 lecturers are strongly encouraged to attend. Two sessions will be offered:

**Thursday, Feb 10 @ 8:30 – 11:00am**

or

**Wednesday, Feb 16 @ 1:30 – 4:00pm**

Please be sure to [sign up](#) for one of the training sessions.

## OISS Update on Visa Processing

The past several months have brought challenges for international employees, including US Consular closures, COVID travel bans and restrictions, and lengthy processing times for visa applications. As the immigration landscape continues to be characterized by uncertainty and unpredictability, OISS would like to emphasize the importance of early and careful planning for visa applications.

USCIS will accept H-1B applications no earlier than six months before the proposed begin date, but the regular processing time for these applications is currently posted at 7.5 months. For this reason, departments with H-1B employees may consider filing applications with premium processing, in order to reduce that processing time to a few weeks, and OISS reminds and encourages departments to **initiate H-1B applications at least six months in advance of the H-1B begin date**. Less lead time can increase the potential for delays, lapse in payroll, or result in requirements to leave the US for consular processing of immigration applications.

If international employees have plans to travel outside the US, they are encouraged to consider the risk of travel delays and restrictions- which are perpetually changing- and to consult [travel.state.gov](https://travel.state.gov) and the [CDC website](https://www.cdc.gov) for updated information regarding travel and COVID considerations.

Please feel free to contact OISS at [longtermvisa@sa.ucsb.edu](mailto:longtermvisa@sa.ucsb.edu) with inquiries regarding immigration for international employees.

## Comments on Revisions to APM-025

As announced in the [Oct 25, 2021 memo to campus](#), the University invites comments on proposed revisions to APM-025: Conflict of Commitment and Outside Activities. Key changes include expanding this policy to cover designated other academic titles and appointments above 0%, and establishing subcategories for domestic and foreign activities.

Due to the significant impacts likely to result from these changes, the original deadline to submit feedback has been extended.

Please submit questions and comments to [Helly Kwee](#) and [June Betancourt](#) by **Friday, February 25, 2022**.

# Call for Applications: Career Development Awards and Fellowships 2022-23

## The Faculty Career Development Award (FCDA) Program

The FCDA is a program for 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 purpose of the program is to help junior faculty members develop a substantial record in research necessary for advancement to tenure. Non-tenured faculty members are eligible for a maximum of two awards in different years. An applicant who receives tenure or security of employment during the award period is no longer eligible. Past recipients of the Faculty Career Development Award must submit a report of the work accomplished in order to be considered for a new award.

## The Regents' Junior Faculty Fellowship Program (RJFF)

The purpose of the RJFF program is to help junior faculty members develop a substantial record in research and creative work necessary for advancement to tenure. Non-tenured faculty members are eligible for only one RJFF award. Applications may be submitted by faculty members who are currently under review for tenure or security of employment. However, an applicant who is subsequently awarded tenure or security of employment is no longer eligible.

## The Regents' Humanities Faculty Fellowship Program (RHFF)

The purpose of the RHFF program is to encourage and facilitate research, advanced or independent study, or improvement of teaching effectiveness in the humanities. Faculty members may receive only one award. Eligible areas include studies in language, both modern and classical; religion; literature; jurisprudence; philosophy; archaeology; the history, criticism and theory of the arts; aspects of history, linguistics and the social sciences that have humanistic content and employ humanistic methods; and the creative arts, painters, sculptors, composers, writers, poets, stage designers, performers, and other artists in creative fields.

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For all awards, an endorsement from the department chair that addresses the qualifications of the applicant for the specific award is required. The department chair's letter must be submitted by the applicant online along with the rest of the application materials.

Awards up to \$7,500 in summer salary or \$5,000 in replacement funds for course release can be made, depending on the strength of the proposal and availability of funds. If the applicant requests a course release, the Chair's memo also should indicate support for this and indicate how the replacement funds would be used by the department to cover the applicant's missing course. Standard benefits will be covered in addition to the base award amount for both summer salary and replacement funds. Please note that funding is not available to cover the additional costs associated with hiring an Associate or Teaching Assistant (fee remission and GSHIP).

Applications are due by **5pm Monday, January 31, 2022**.

Further information and online application available at:

<https://ap.ucsb.edu/resources.for.academic.employees/awards/>

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## Upcoming Academic Personnel Training

### A Reminder about AP Workshops

Our various AP workshops that run in parallel to the certificate courses are designed to provide updates on specific topics for staff who work in AP, and offer an opportunity for broad discussion. It is expected that departmental AP staff attend these workshops every year to keep their knowledge of policies and procedures current.

The remainder of the 21-22 AP Certificate and Annual Workshop offerings can be found on our [Training Registration page](#).

## Faculty and Chair Training: Merit and Promotion Cases

In preparation for the 2022-23 and subsequent merit/promotion cycles, we will be offering new training sessions starting in Spring 2022:

- **Bio-bib Workshop:** We will provide in-depth guidance for faculty on how to complete the bio-bib, offer best practices regarding writing self-assessments and other case materials, as well as address questions about the review process and the faculty member's contributions to it.
- **Comprehensive Workshop for Department Chairs:** We will offer an in-depth overview of the range of processes and procedures at all points in the merit review process, including best practices and strategies for conducting meaningful and analytical reviews.

Exact dates and times TBD, please be on the lookout for future announcements about these training opportunities.

# Benefits Updates

## Family-Friendly Benefits

UCSB's NAEYC-accredited [Bright Horizons Care Advantage® program](#) gives eligible UC employees access to an array of childcare and family friendly services for all stages of life including nanny placement services, preferred enrollment, tuition discounts, housekeeper, elder and pet care resources, tutors, test prep, and more. More information about these benefits can be found on the [UCSB Family Resources website](#).

*This benefit is subject to collective bargaining. If you're a represented employee, see the [Bargaining Units & Contracts page](#) on UCnet to see your current contract.*

## Jury Duty

Academic appointees are eligible for leaves of absence with pay when serving required jury duty. These leaves may be approved at the departmental level and do not require a request submission via AP Folio.

A few key points to note if you are selected for jury service:

- You will continue to receive pay for the period of actual jury service, at your regular rate and appointment percentage
- Verification of actual service for jury duty may be requested by departments, and should be provided upon request

- During the period of duty, you are expected to be in service on regularly-scheduled days on which the jury is excused from appearing

Please refer to [RB VI-1](#) and [APM 758](#) for further details.

# Academic Personnel Staffing Updates

This past year brought about a number of staffing changes in the Academic Personnel Office. As you may know, **Cindy Doherty** retired in June of 2021 and **June Betancourt** took on the role of AP Director shortly thereafter. In late summer 2021, **Amy Donnelly** joined as our Office Manager & AP Analyst. Amy comes to us with a wide range of experience from working in private industry, government, higher education and non-profit sectors. In Fall 2021, **Helly Kwee** accepted the position of AP Associate Director. In her new role, Helly is responsible for Recruitments, AP's Training program, and general policy development and implementation. Most recently, **Mira Lázaro** accepted the position of Senior AP Analyst. Mira comes to us from the College of Engineering. Prior to that, she had eight years of department experience in Chemistry & Biochemistry. Mira's areas of responsibility will encompass MLPS, Bren, and Engineering. Please see the [AP Contacts page](#) for more details.

Our next newsletter is scheduled for spring 2022. If you have a question or topic to suggest, please send this to [Helly Kwee](#) at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu).

The Academic Personnel office is currently open and operating remotely. Contact via email is recommended. See the [AP Office staff list](#).



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