Introduction to Academic Personnel

Resources

What is an academic appointment?

Ladder faculty and Lecturers with Security of Employment

Temporary Teaching titles

Research titles

Student titles

Other academic titles

Quiz
Written Resources

Red Binder- campus Academic Personnel policies and procedures. Online at: https://ap.ucsb.edu/

Academic Personnel Manual (APM)- UC wide Academic Personnel policies and procedures. Online at:

http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html

PPSM Policy Manual- Policies for staff, some of which apply to Academic appointees as well. Online at:

http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html
Office of Academic Personnel

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Research Series, Project Scientists, Specialists, UCPath

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Post Docs, GSR’s, academic student titles, Asst. Specialists, Jr. Specialists

Andrea Dittman x3445 andrea.dittman@ucsb.edu
Additional compensation, intercampus transfers
Other Campus Resources

Graduate Division- graduate student employees
Kacy Cashatt x4342

Deans Offices - policies and practices specific to the school or college.

Office of International Students and Scholars- visa issues.
Kayleen McDonald x2097

Office of Equal Opportunity
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What is an Academic Appointment?

- Research
- Teaching
Terminology

- Academic employees
  - All research and teaching titles

- Faculty
  - All teaching titles

- Ladder Faculty
  - Only regular Professor series

- Senate Faculty
  - Ladder faculty + Lecturers in SOE series at 100%
“Basis Paid Over” pay periods

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<thead>
<tr>
<th>9 over 9 (Academic year)</th>
<th>9 over 12 (Academic year)</th>
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<tr>
<td><strong>Fall</strong></td>
<td>10/1-12/31</td>
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<td><strong>Winter</strong></td>
<td>1/1-3/31</td>
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<td><strong>Spring</strong></td>
<td>4/1-6/30</td>
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**11 over 12 (Fiscal year)**
Dates vary based on actual time worked
# 9/9 pay and service

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<thead>
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<th>Pay period</th>
<th>Service period</th>
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<td>Fall</td>
<td>10/1-12/31</td>
<td>9/25/17-12/15/17</td>
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<td>1/1-3/31</td>
<td>1/08/18-3/23/18</td>
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<tr>
<td>Spring</td>
<td>4/1-6/30</td>
<td>4/02/18-6/15/18</td>
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## 9/12 pay and service

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<tr>
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<td>7/1-10/31</td>
<td>9/25/17-12/15/17</td>
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<tr>
<td>Winter</td>
<td>11/1-2/28</td>
<td>1/08/18-3/23/18</td>
</tr>
<tr>
<td>Spring</td>
<td>3/1-6/30</td>
<td>04/02/18-6/15/18</td>
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Other general items

- **Academic Title codes**
  - 0800-3999

- **Vacation and Sick leave accrual**
  - Red Binder VI-8

- **Other Benefits**
  - Based on percent time and length of appointment (BELI code)
Other general items

• Additional Compensation
  • Payment over 100% regular pay
  • Red Binder VI-10, VI-17

• Salary scales
  • Found on AP website; both UCOP and UCSB versions

• Affirmative Action (Search Requirements)
  • Red Binder section VII
Senate Faculty

• Professor Series

• Lecturer Security of Employment (SOE) Series
How distinguished from others
- Permanent, state funded positions
- Tenure (or SOE)
- Academic Senate membership

Criteria
- Teaching
- Research (not for SOE)
- Professional Activity
- Service
Is this the right title to use?
- Allocated FTE
- In an academic department
- Fits criteria (3 or 4 areas of activity)

Review cycles
- Assistant, Associate & full levels
- Merit; Change in step (every 2-3 years)
- Promotion: Change in rank (twice in career)
• **Resources**
  • Red Binder, Section I
  • Contact college or AP

• **Authority**
  • Dean, Associate Vice Chancellor for Academic Personnel, or Chancellor depending on type of action
Research Titles

- Professional Researcher Series
- Project Scientist Series
- Specialist Series
- Visiting Researcher or Project Scientist
How distinguished from others
- Non-student, no teaching responsibility
- Have an end date
- Other than 19900 funding

Criteria
- Professional Research: Independent research
- Project Scientist: support role
- Specialist: specific skill, often technical
- Visiting: short term; return to other position
Is this the right title to use?
- Degree status
- Responsibilities limited to research
- Level of involvement in research

Review cycles
- Researcher: same as ladder faculty
- Project Scientist & Specialist: similar but more flexibility
- Visiting: no reviews
Resources
- Red Binder, Section III
  - Researcher: III-12
  - Project Scientist: III-14
  - Specialist: III-16
  - Visiting: III-23

Authority
- Associate Vice Chancellor for Academic Personnel
Teaching Titles

- Lecturers
- Visiting Professor
- Adjunct Professor
• **How distinguished from others**
  - Lecturers:
    - Teaching only; no research
    - Temporary, no tenure or SOE

- Visiting or Adjunct Professors
  - Teaching is main focus but still has research, professional activity and service

• **Criteria**
  - Lecturer: set workload, teaching only, covered by MOU
  - Adjunct Professor: 1) main affiliation elsewhere or 2) research with a teaching component
  - Visiting Professor: short term; holds position at other institution
Is this the right title to use?

- Holds position somewhere else?
- Long term intent

Review cycles

- Lecturers: upon reappointment for pre-6, every three years for post-6
- Adjunct: none if wos, same as ladder if paid
- Visiting: no reviews
Resources

- MOU
- Red Binder
  - Lecturer: II-1
  - Adjunct Professor: V-17
  - Visiting Professor: II-28

Authority

- Dean for most, Associate Vice Chancellor for some
- Adjunct and Visiting
Student titles

- Associate in____
- Teaching Assistant
- Graduate Student Researcher
- Reader
- Remedial Tutor
• **How distinguished from others**
  • Must be enrolled Grad Student (except Remedial Tutor)
  • All but GSR covered by MOU
  • Must meet GPA and other requirements

• **Criteria**
  • Teaching Asst: assists in course under supervision
  • Associate in___: instructor of record
  • Reader: grades papers and/or exams (can be non-student or undergrad)
  • Grad Student Researcher: assists in research
  • Remedial Tutor: helps understand course concepts, prep for exams
Is this the right title to use?
- Grad student status
- If teaching, what role will the ASE play in the classroom?

Review cycles
- No review cycles for pay purposes.
- Review for academic purposes on a regular basis
Resources
- MOU
- Red Binder, Section IV
  - Teaching Assistant: IV-6
  - Associate: IV-3
  - Reader: IV-8
  - Graduate Student Researcher: IV-10

Authority
- Dept chair or Dean with post-audit by Academic Personnel

Student titles (cont)
Other titles

• Academic Coordinator
• Postdoctoral Scholar
• Librarians
**Academic Coordinators:**
- Administration of academic program.
- Level determined by scope of program. No teaching, may have some research involvement.
- Different level of academic involvement than a staff position such as MSO or Business Officer
- Reviewed every 2-3 years depending on level
- Red Binder V-1
- Dean or AVC has approval authority
Postdoctoral Scholars

- Appointed for advanced training and mentorship normally in a full-time position.
- Represented by the UAW
- Must have PhD or equivalent
- Percentage and time limits
- How different than other research appointments
- Advancement based on “experience years”
- Red Binder III-17
- Associate Vice Chancellor for Academic Personnel has authority
Librarians

- Appointments are in support of the teaching & research mission of the University
- Assistant, Associate, Full
- Career, Potential Career, Temporary
- All personnel processes handled internally by the Library
- Represented by the AFT
- University Librarian has authority
Quiz
Dr. Smith comes to UCSB

Dr. Smith will come to campus for one quarter to teach a class in the Department of History. She will be on leave from USC, where she works as an Associate Professor, while teaching here.

- What title should the department request be used to hire her?
- Where could you find written information about this title?
- Who could you contact with questions?
Dr. Jones received his PhD three years ago. He will be teaching 2 courses over the next two quarters for the Writing Program. He will not have any responsibilities other than teaching, but will have full responsibility for the class.

- What is the appropriate title for the program to request for this appointment?
- Where could you find written information about this title?
- Who could you contact with questions?
Dr. Marquez, a Professor in the Department of Psychology, has a research grant from an outside agency. In order to proceed with the research he will need to staff the lab with relatively junior level researchers.

- What kinds of titles might he use for these new employees?
- Where could you find written information about these titles?
- Who could you contact with questions?
The department of Physics has permission to hire a tenured faculty member.

- When they run their advertisement, what title should it say they are recruiting for?
- Where could you find written information about this title?
- Who could you contact with questions?
Now I know my A,B,C’s, and PhDs

Graduate students are hired to assist with the teaching of courses as part of their training.

- What titles would be appropriate for use in this situation?
- Where could you find written information about these titles?
- Who could you contact with questions?
Questions?

• Other classes in the series:
  • Senate Faculty Appointments and Advancements (2 part class)
  • Teaching Titles
  • Student Titles
  • Research Titles
  • Additional Compensation
  • Academic Leaves
  • Academic Recruitment

Check our website for Dates & Times and to register.