

INTRODUCTION TO ACADEMIC PERSONNEL

July 16, 2024



Agenda

- Resources and contacts
- What is an academic appointment?
- Senate Faculty
- Temporary teaching titles
- Research titles
- Student titles
- Other academic titles

Policy Resources

- Red Binder- campus Academic Personnel policies and procedures:

<https://ap.ucsb.edu/>

- Academic Personnel Manual (APM)- UC wide Academic Personnel policies and procedures

<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

<http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html>

Office of Academic Personnel – main contacts

Sarah Carlson	Intercampus payments, general information	x 3445 sarahjanecarlson@ucsb.edu
Lia Cabello	Faculty and ACs: SOSC, HFA, Academic Programs, GGSE, CCS	x 5979 lia.cabello@ucsb.edu
Mira Lázaro	Faculty and ACs: MLPS, Engineering, ORUs, Bren, Library	x 5728 mslaza@ucsb.edu
Joanna Kettmann	Temporary Research titles: Researcher, Project Scientist, and Specialist series	x 5048 joanna.kettmann@ucsb.edu
Billy Ko	Postdoctoral Scholars, Academic Student titles	x 4441 billy.ko@ucsb.edu

Office of Academic Personnel – other contacts

Amy Arnold	UCPath Management, Leave administration	x 5429 amylarnold@ucsb.edu
Claudio Alunan	UCPath Analyst	x 7638 claudioalunan@ucsb.edu
Karen Wimmel	UCPath Analyst	x 5963 karenwimmel@ucsb.edu
Monique Chaidez	Leave Administration Specialist	x 5977 monique.chaidez@ucsb.edu
Helly Kwee	Associate Director (Training, General AP policy, Compensation)	x 7396 helly.kwee@ucsb.edu
Melanie Hoven	Associate Director (Academic Labor & Employee Relations)	x8237 mtmcmcg@ucsb.edu
Leesa Beck	Assistant Vice Chancellor	x 8332 leesa@ucsb.edu

Other Campus Resources

Graduate Division – grad student employees

Rudy Reyes	x 2710	Rudy.Reyes@graddiv.ucsb.edu
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Office of International Students and Scholars (OISS) – visa issues

Kayleen McDonald	x 2097	kayleen.mcdonald@sa.ucsb.edu
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Equal Opportunity & Discrimination Prevention Office

Patty Makela	x 3294	patty.makela@ucsb.edu
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Employee & Labor Relations (HR)

Carly Bobek	x 7302	carly.bobek@hr.ucsb.edu
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Michelle Lee	x5362	michelle_j_lee@ucsb.edu
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Your Dean's office – policies and practices specific to the school or college



WHAT IS AN ACADEMIC APPOINTMENT?

Terminology

- Academic employee
 - Research and teaching titles
 - Academic coordinators and librarians
 - Academic Student Employees (ASE's)
- Faculty
 - All teaching titles
- Senate Faculty
 - Professor Series + Professor of Teaching series

“Basis Paid Over” designation

- Academic Year (AY) vs Fiscal Year (FY)
- 9 over 9 (9/9)
 - 9-month academic year (AY)
- 9 over 12 (9/12)
 - 12-month academic year (AY)
- 11 over 12 (11/12)
 - Fiscal year (FY)

Pay Periods and Service Periods (AY)

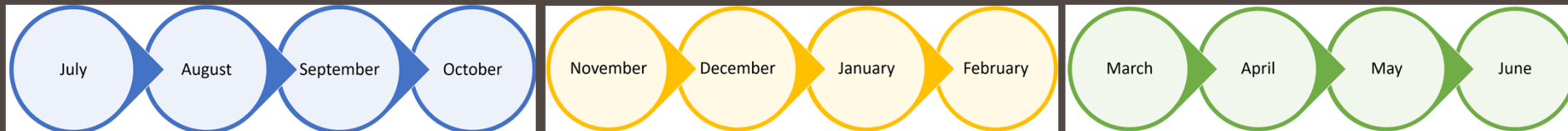
9/9	Pay Period	Service Period
Fall	10/01 – 12/31	09/22/24 – 12/13/24
Winter	01/01 – 03/31	01/06/25 – 03/21/25
Spring	04/01 – 06/30	03/31/25 – 06/13/25

9/12	Pay Period	Service Period
Fall	07/01 – 10/31	09/22/24 – 12/13/24
Winter	11/01 – 02/28	01/06/25 – 03/21/25
Spring	03/01 – 06/30	03/31/25 – 06/13/25

<https://ap.ucsb.edu/compensation.and.benefits/pay.and.service.period.chart.2024.25.pdf>

Pay vs Service Periods – 9/12 AY Employees

PAY



SERVICE:



Control Points

- Department
- Dean's Office
- Office of Academic Personnel
- Chancellor

General Items

- Academic Job Codes
 - 0800 – 3999
- Vacation and Sick Leave Accrual
 - RB VI-8
- Benefits Eligibility
 - Based on % time and appointment length (see HR's BELI chart)
- Salary Scales
 - AP website → Compensation & Benefits page



SENATE FACULTY

Professor series and Professor of Teaching series

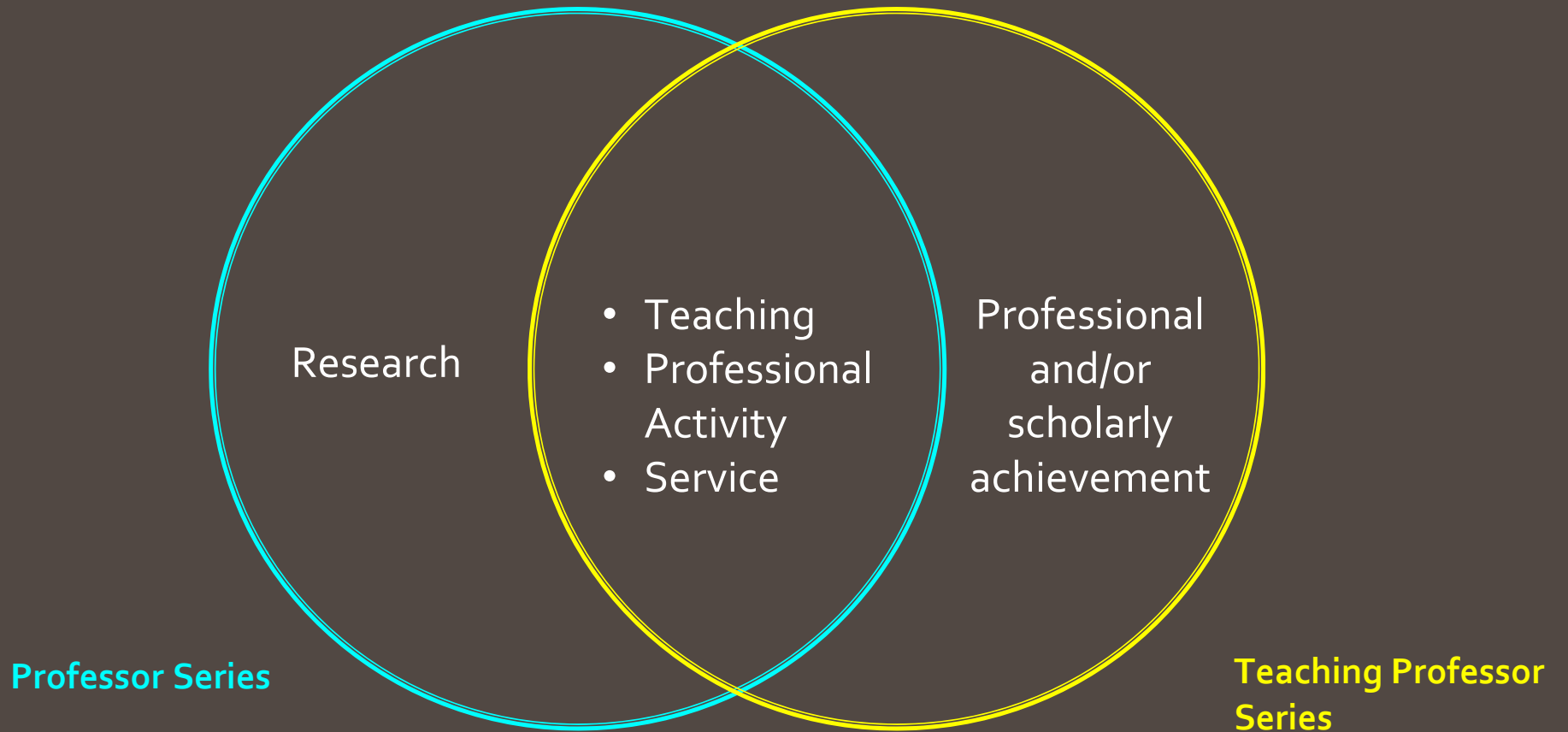
Titles

- Professor series
 - Assistant, Associate, Full Professor (ranks)
- Professor of Teaching series (formerly SOE)
 - Assistant, Associate, Full Professor of Teaching (ranks)
 - Working title: "Teaching Professor"
- Steps
 - Within each rank (e.g. I, II, III)

Description and Roles

- How to distinguish from other titles
 - Permanent, state-funded positions
 - Achieve tenure (or security of employment)
 - Academic Senate membership

Senate Faculty Responsibilities



Appointment and Advancement

- Is this the right title to use?
 - Allocated FTE provision exists for position
 - Part of academic department
- Review Cycles
 - Merit: change in step
 - Promotion: change in rank
 - Criteria: performance in the areas of responsibility outlined in previous slide
- Resources
 - RB Section I
 - College analyst or AP analyst
 - Approval Authority: Dean, Associate Vice Chancellor for Academic Personnel, or Chancellor (depending on action)



TEACHING TITLES

Non-Senate Faculty Teaching Titles

Titles

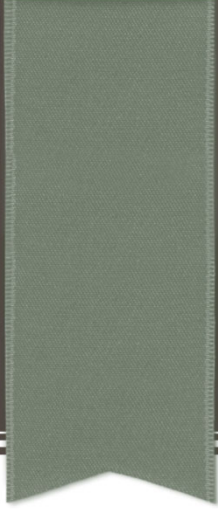
- Unit 18 Lecturers
 - Pre-Six
 - Continuing
- Visiting Professor
 - Assistant, Associate, Full
- Adjunct Professor
 - Assistant, Associate, Full

Roles and Appointment Criteria

- Lecturers:
 - Have a set course workload with teaching responsibilities only; no research
 - Temporary in nature; no tenure or SOE
 - Covered by MOU (AFT bargaining unit)
- Visiting Professors:
 - Formal teaching responsibilities + identifiable contributions to research and service
 - Holds/held academic or research position at comparable educational institution
 - Time limitations: 2 years max
- Adjunct Professors:
 - Mainly teaching with some research OR mainly research with some teaching
 - Primary affiliation elsewhere (academic or industry), contributes to service
 - Funding restrictions and requirements: state vs non-state
- Which title to use?
 - What is the long-term intent?
 - Do they hold a primary position elsewhere?

Review Cycles

- Lecturers
 - Pre-six: upon reappointment
 - Post-six (Continuing): every 3 years
- Adjunct Professors
 - If paid < 50% : none required
 - If paid \geq 50% : same cycle as ladder faculty
- Visiting Professors
 - None required (short term appointment: 2 years max)
- Resources
 - RB II-1, II-28, V-17
 - MOU for Lecturers
 - Approval Authority: Dean or AVC



RESEARCH TITLES

Titles

- Professional Researcher series: RB III-12
- Project Scientist series: RB III-14
- Specialist series: RB III-16
- Visiting Researcher, Project Scientist, and Specialist
 - Red Binder III-23

Description and Roles

- How to distinguish from other titles
 - Non-student titles
 - No teaching responsibilities
 - Appointments have end dates
 - Non-state funding source (other than 19900)
 - All Fiscal Year appointees
- Level of independence/responsibility:
 - Researcher series: fully independent research/leadership
 - Project Scientist series: significant creative contributions to research
 - Specialist series: specialized skills/professional activity, often technical
 - Visiting in all 3 series: short-term, return to original academic or research position at another educational institution

Appointment and Advancement

- Which is the right title to use?
 - Degree status
 - Responsibilities limited to research/creative activities
 - Level of involvement in research
- Review Cycles and Criteria
 - Researchers: same as ladder faculty
 - Project Scientist & Specialist: similar cycle, more flexibility in assessment
 - Visiting: no reviews
- Resources:
 - RB Section III
 - Approval Authority for all actions: AVC for Academic Personnel



STUDENT TITLES

Academic Student Employees (ASEs)

Titles

- Associate Instructor
- Teaching Assistant (TA)
- Reader
- Remedial Tutor
- Graduate Student Researcher (GSR)

Description and Roles

- How to distinguish from other titles
 - Must be enrolled UCSB graduate student (except Remedial Tutor, Reader)
 - All are covered by Collective Bargaining Agreement (represented)
 - Associate Instructors, Teaching Assistant, Readers, Remedial Tutors – BX Unit
 - Graduate Student Researchers – BR Unit
 - Must meet minimum GPA and other requirements
- Responsibilities
 - Associate Instructor: instructor of record (independent instruction)
 - TA: assists with courses under faculty supervision
 - Reader: grades papers/exams
 - Remedial Tutor: helps students understand course concepts, prepare for exams
 - GSR: performs research related to the student's degree program. May also assist in research under a faculty member.

Appointment and Advancement

- Is this the right title to use?
 - Grad student status
 - If teaching involved: what role will the ASE play in the classroom?
- Review cycles
 - No set cycles for pay purposes
 - Salary Scale updates every 10/1
 - Regular reviews conducted for academic purposes
- Resource
 - RB Section IV
 - Applicable MOUs
 - Approval Authority: Dept Chair, with post-audit by Academic Personnel



OTHER ACADEMIC TITLES

Academic Coordinators, Postdocs, Librarians

Academic Coordinators

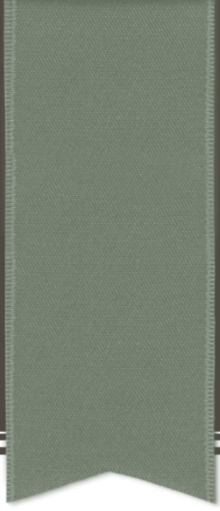
- Administration of academic program
- Level determined by scope of program and responsibilities
- No teaching, may have some research involvement
- Different level of academic involvement than a staff position
- Appointment may be AY or FY
- Reviewed every 2-3 years depending on level
- Approval authority: Dean or AVC, depending on action
- Red Binder V-1

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
- Advancement based on “experience years”
- Approval authority: AVC for Academic Personnel
- Red Binder III-17

Librarians and University Librarians

- Appointments are in support of the teaching & research mission of the University
- Librarians:
 - Career, Potential Career, Temporary
 - Assistant, Associate, Full
 - All personnel processes handled internally by the Library
 - Represented by the AFT
 - Approval Authority: University Librarian
 - RB V-15
- University Librarians:
 - Assistant, Associate
 - Approval Authority: AVC for Academic Personnel
 - RB V-10



QUIZ

Dr. van Dyne will be on campus for one year, where she will teach 3 classes in the Department of Computer Science and collaborate with CS faculty on research. During this time, she will be on leave from USC, where she works as an Associate Professor.

- What is an appropriate title to use?
- Are there any limitations or restrictions to this appointment?

Dr. Rhodes 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 (i.e. Instructor of Record) for the classes.

- What is the appropriate title to use?
- Where could you find written information about this title?
- Any other requirements?

Professor Quill has obtained a research grant that will enable him to staff his lab with relatively junior-level researchers to help conduct the research.

- What titles would be appropriate?
- What are the criteria/considerations for each title?

UCSB students are hired to assist with courses as part of their training

- What titles could be used?
- What are the requirements for appointment?

AP Certificate Classes

- Intro to AP
- Faculty Primer
- Senate Faculty Advancements
- Academic Recruitments
- Research Titles
- Postdoctoral Scholars
- Student Titles
- Teaching Titles
- Senate Faculty Appointments
- Academic Leaves
- Additional Compensation



Also:
Sign up for the
Workshops every year
if you actually do AP-
related work!

Check our website for dates, times, and registration: <https://ap.ucsb.edu/~staff.training.registration/>