Agenda

- Resources
- Research Titles Overview
- Appointments
- Reappointments/Modifications
- Advancements
- Contingent Workers
- UCPath – Short Work Break, End Date Monitoring, and Leaves
Academic Personnel Contacts

Joanna Kettmann  x5048  joanna.kettmann@ucsb.edu
Research Titles, Contingent Workers

Billy Ko  x4441  billy.ko@ucsb.edu
Postdoctoral Scholars, Graduate Student Employees

* For UCPath questions, email AP-PATH@ucsb.edu *
Web Resources

Red Binder - UCSB Academic Personnel policies and procedures

Academic Personnel Manual (APM) -
UC System-Wide Academic Personnel policies and procedures

Academic Researcher Collective Bargaining Agreement - At UCSB, this agreement covers the following series: Researcher, Project Scientist, and Specialists

UCSB salary scales

Forms

All online via AP Folio: https://ap.ucsb.edu/
Research Titles – Section III. of Red Binder cont.

- Represented by the UAW – Academic Researcher Unit.
- Salary Scales – UCSB min. hire rate
- DOL ruling – FLSA – exempt vs. non-exempt; $35,568 threshold.
- AVC for Academic Personnel – the approval authority for all actions
Specialist Series
(RB III-16)

- Academic fiscal year appointees who engage in *specialized research*

- Expected to use their professional expertise to make scientific & scholarly contributions to the research enterprise of University & to achieve recognition in professional and scientific community.

- Ph.D. not required

- 4 ranks (Junior through Full Specialist)
  - Specific education/experience requirements at each rank

- Single salary scale - Table 24B (Monthly) & 24B(N) (Hourly) & 24A (Non-Rep; Supervisory) & 24A(N) – Non-Rep; Hourly

- MOU Article 26
General guidelines for Specialist ranks:

**Junior Specialist**
- Baccalaureate degree *or* have equivalent research experience.
- Enables research as part of a team.

**Assistant Specialist**
- Master’s degree *or* have 5 yrs. of experience.
- Enables research as part of a team & may provide some independent input into the planning & execution of the research.
General guidelines for Specialist ranks cont.

**Associate Specialist**
- Master’s degree or have 5-10 yrs. of experience.
- Considerable independent input into planning & execution of the research, have a record of academic accomplishments, incl. contributions to published research in field.

**Specialist**
- Terminal degree (Ph.D.) or have 10 or more yrs. of experience.
- Considerable independent input into planning & execution of the research, have a significant record of academic accomplishments, incl. contributions to published research in field, etc.
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NOTES:
For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). As such, for employees covered by a Memorandum of Understanding (MOU), the Salary Scale applies to the extent provided for in the MOU.

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Project Scientist Series
(RB III-14; MOU Article 22)

Description

Academic fiscal year appointees who make significant & creative contributions to a research or creative project

Independence

Higher level of independence than in the Specialist series
• Fully independent research or research leadership are not required in this series

Qualifications

Ph.D. required
Professional Research Series
(RB III-12; MOU Article 21)

Description
Academic fiscal year appointees who engage in **independent** research **equivalent** to that required for the **Professor series**.
• Review requirements same as Professor series.

Independence
Demonstrated continuous and effective engagement in independent/creative activity of high quality and significance.

Qualifications
Ph.D. required
Visiting Appointments (RB III-23)

- Professional Research, Project Scientist, or Specialist series
- Two year maximum; usually shorter – each appointment or reappointment shall not exceed one year
- **Must** hold a similar title at another academic institution. If they do not, they must be appointed in the regular series (which means having a search), regardless of how short of a time they are here
- Salary may not be below the UCSB minimum rate for the rank. No Steps.
  - Visiting appointments are not in the union. Please see non-represented scales in each of the series.
Appointments

- Initial appointment
  - New appointment (or after a break in service)
  - Transition into a new title in temporary research series

- Online for Researchers, Project Scientists, Specialists via AP Folio "Appointments"

- On paper for “Visiting” – i.e. via email attachment

- Please note, once appt is approved, a position either is created or modified by APO in order for depts./units to hire into UCPath.
# Visa issues

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Questions about Visa issues

Office of International Students & Scholars (OISS)
http://oiss.sa.ucsb.edu/contact-us

J-1 Scholar Advisors: Jason Hopkins & Mavel M. Marina
Jason.Hopkins@sa.ucsb.edu
Mável.Marina@sa.ucsb.edu

Employment-Based Visa Specialist: Kayleen McDonald
Kayleen.Mcdonald@sa.ucsb.edu

Business & Financial Services
Lan Nguyen x 3259 Lan.Nguyen@bfs.ucsb.edu
(Tax questions)
Represented or Non-Rep – that is the question…

- **RB III-1 General Info.** – Service limitations

- For those that are *represented*, initial appointments & reappointments *prior to the eff. date of the 1st advancement review* must be for 1 yr., provided: there is work, funding, or programmatic need. Justify if shorter in Dept. Letter (Appointment case) or in Reappointment case.

- **Reappointments (represented)** *following the 1st advancement review* must be for **normative** time at rank/step. **No exceptions.** Longer appointment term after 1st advancement.

- **Supervisor Duties Form** – must be supervising 2 or more employees to be *non-rep*

- **Non-represented (i.e. Supervisors)** – appts/reappts normally made for 1 year at a time, but may be longer.
Rep or Non-Rep cont. – helpful resources

- See **Resources for Department Analysts; Research Appointments**
- [https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/)

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**Research Appointments**

**Policies**

- [Red Binder III-12 Professional Research Series](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Red-Binder-III-12-Professional-Research-Series): Provides campus policies and procedures for Professional Researchers.
- [Red Binder III-14 Project Scientist Series](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Red-Binder-III-14-Project-Scientist-Series): Provides campus policies and procedures for Project Scientists.
- [Red Binder III-16 Specialist Series](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Red-Binder-III-16-Specialist-Series): Provides campus policies and procedures for Specialists.
- [Academic Researcher Collective Bargaining Agreement](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Academic-Researcher-Collective-Bargaining-Agreement): At UCSB, this agreement governs the relationship between the University, Researcher, Project Scientist, and Specialists.

**Other Resources**

- [Multi-unit funded Appointments](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Multi-unit-funded-Appointments): AP Director’s memo to Department Chairs.
- [Courtesy and Without Salary Appointments](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Courtesy-and-Without-Salary-Appointments): Courtesy and WOS Academic Title.
- [Academic Specialist/Staff Research Associate Comparison](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Academic-Specialist-Staff-Research-Associate-Comparison): A chart that compares the staff SRA title.
- [Academic Researcher Supervisory Duties Form and Checklist](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Academic-Researcher-Supervisory-Duties-Form-and-Checklist)
- [Case Deferral Process for Academic Researchers](https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/#Case-Deferral-Process-for-Academic-Researchers)
Contents of a case - Appointment

(RB III-7 Dept. Checklist)

- Departmental Letter
- External letters and other related items
- Publications
- UCSB Bio form, CV, & Supervisor Duties Form
- Approved Open Search Report/approved Search Waiver/or Exemption
- Position Information
III-7
DOCUMENTS TO BE SUBMITTED BY THE CHAIR
RESEARCH APPOINTMENTS
(Revised 9/20)

All appointment cases are to be submitted via AP Folio.

I. Department Letter: Accurate and analytical letters of recommendation from the department are essential in the review process. See Red Binder I-35 for further detail of content of departmental recommendations
   □ Are the dates of the appointment, rank and step all clearly stated?
   □ Is the recommended salary on the published salary scale?
   □ If a request is being made to use the Engineering scale in a non-Engineering unit (RB III-12 V, A, 2) is appropriate justification provided?
   □ Is the off-scale supplement correct (if applicable), per off-scale general policies (RB I-8)?
   □ If the salary is off-scale or above scale is it rounded to the nearest $100 for the Research and Project Scientist series?
   □ If a vote was taken, is the final departmental vote included (e.g. 10(yes)-0(no)-0(abstentions)-3(not voting))? Is there an indication of how many were eligible to vote?
   □ If no vote was taken, is the review procedure (i.e., committee, chair/director review) explained?
   □ Does the departmental letter, provide thorough description of the duties to be performed for the rank, requested?
   □ Does the departmental letter provide an accurate, extensive, and analytical representation of the candidate’s qualifications, justifying the proposed step and salary?
   □ If the case contains extramural letters, are letter writers identified only by coded list, with no identifying statements?

II. Extramural letters of evaluation and list of evaluators for appointment at the Associate and full level as appropriate for the series (Red Binder III-12, III-14, III-16)
Extramural Letters:
   □ Are the required number of letters included, including letters from UC or UC familiar referees when appropriate (RB III-12, III-14, III-16)
   □ Are at least half of the letters from references chosen by the Chair/Dept independent of the candidate?
   □ Have all letters been coded, on all copies?
   □ If the letters were sent via email, is a copy of the email and any attachment included?
   □ Are any anomalies in the composition of reviewers explained?

Sample Solicitation Letter(s) and/or thank you letter(s) for unsolicited letters
   □ Was the proper wording used in the letter (RB I-49 to I-50, III-12, III-14, III-16)
   □ Is a list of all informational items sent to referees (e.g. CV, Bio-Bib, publications sent, etc. per RB I-51) included? Is a copy of each item included as either part of the case or a one-of-a-kind item?
   □ If different versions of either the letter or the materials went out, is a sample of each included?

List of Referees, including brief Biography and indicating who selected referees (RB I-46-V)
   □ Do the codes on the letters match the codes on the list and the codes used in the departmental letter?
   □ Does the list clearly indicate if the referees were candidate suggested, department suggested, or independently suggested by both?
   □ Are the names of everyone who was asked to write included? For those who did not respond is a reason for no response listed?

III. Complete CV and UCSB Academic biography form.
   □ Is the CV up to date?
Appointment Case Summary/Upload screen

Summarizes content of appointment case and recommendation

Enter present & proposed status

Statement of review procedure

Search Information
Departmental Letter
(RB III-7)

- Analytical and evaluative (*Red Binder I-35*)
- Must be in memo format
- From the Chair/Director – with their signature on letter, but may be written by PI, for example, not staff
- The review procedure should be explained (i.e. committee review, Chair/Director review, or PI review and Chair/Director concurs with the assessment)
- If external evaluators refer to by *coded list* only
External Letters

Requirements vary by title:
- Researcher, required at Associate, Full appointment
- Project Scientist “normally required” at Associate, Full appointment – see RB III-14, VI. External Evaluation section

Sample letters (RB I-49) with wording modified as appropriate for research titles (RB III-12 & RB III-14)

Confidentiality requirements (RB I-49)
- Statement
- Redaction and access since not yet an employee
- Identification in departmental letter (coded list: i.e. A, B, C)

List of evaluators, copy of sample letter (RB I-49)
Other items in appointment case

- Publications
  - Representative sampling for all temporary research series (one-of-a-kinds)

- UCSB Biography Form, CV, & Supervisor Duties Form
  - UCSB Bio Form can be found under Forms section on AP Folio
  - No set format for CV
  - Supervisor Duties Form must be submitted (under Forms section)

- Search Documentation
  - Approved search report (JPF # from UC Recruit) or approved search waiver (SWR # from UC Recruit), must be included if required by policy

- Position Information
  - Create New Position or Use Existing Vacant Position #
Reappointments/Modifications

- **Reappointment?** An extension of appointment (i.e. renewal of funding).
- **Modification?** A request to “modify” an existing appointment (i.e. a % time change).
- **AP UCPath team** will update UCPath – upon receipt of approval notification.

* Need AVC approval…
Reappointment/Modification cont.

- AP Folio via the “Reappointments/Modifications” module
- Shared employees/multi-unit funded – one lead (home) department – of the “position”
- Search requirements – if search already done for the position, nothing additional to do
- Changes that need a search?
- Represented or Non-Rep – consideration prior to forwarding the request. Ask AP if questions.
- Monitor “Ending Appointments”; Plan ahead!
Extension of an existing Search Waiver

An existing waiver with an end date may be extended if the appointment continues to meet the criteria under which the waiver was originally granted.

The request to extend may be included with the reappointment request & must specify the new end date.
Now let’s take a 10 min. break...
Eligibility for Advancement

- “Normal” eligibility – routine reviews
  - Based on the salary scales and policy
  - Six months or more, with or without salary, in fiscal year equals one year of service
- Tracking of eligibility – all of the temporary research series are being tracked centrally: Professional Researchers, Project Scientists, & Specialists populations. Eligibility lists were released on September 1, 2021 via AP Folio’s “Eligibility Listing” link.
Eligibility for Advancement cont.

- Off-scale salaries (RB I-8)
  - Maintained in routine cases and can be used as a form of acceleration
- Off-scale
  - Result of the way the salary increases have been designed by the Office of the President. UCSB min. hiring rate is the way our campus has chosen to implement.
- Market
- Merit
- All combined into a single figure
Types of Advancement
(RB III-8)

- Regular Merit (on time) – from one step to another within a rank
- Promotion – movement between ranks; change in title

Accelerations
- Justification
- No set measures
- Kinds of acceleration
  - In years
  - In salary
  - Mixed
- “No Change” Decisions
Promotion & Special Steps

- Promotion to Associate/Full level
  (RB III-8, Section III, IV)
  - Professional Research series
    - 8 year limit as Assistant
    - Time off the clock (up to two years, max.)
  - Project Scientist & Specialist

- Merit to Special Step
  (RB III-8, Section V)
  - Asst Researcher V, Assoc Researcher IV
  - Asst Project Scientist V, Assoc Project Scientist IV
Merit to or within Above Scale

- Merit to or within Above Scale
  (RB III-8, Section VI)
  - Career review
  - RB I-43 guidelines apply to Researcher above scale actions
Types of Advancement: Professional Research series only

- Terminal Appointments
  (RB III-8, Section VIII; RB I-39)
- Merit to Researcher VI
  (RB III-8, Section IX; RB III-12, Section VI)
- Career review
Advancement Deadlines

Professional Researchers

- ORUs—**March 1** to Academic Personnel
- Academic Departments—**March 1** to Dean’s office

Specialists & Project Scientists

- All—**April 1** to Academic Personnel
Mandatory Reviews & Deferrals  
(RB III-8, Section VII)

- Mandatory Reviews  
  - Every 5 years  
  - No deferral

- Assistant Researchers  
  - Deferral is possible, although discouraged  
  - No deferral of 8th year review

- Specialist, Project Scientist, Research series  
  - Employee request. Must state the reason why.
  - See Case Deferral Process under Resources for Dept. Analysts; Research Appointments (Other Resources)
Advancements: Depts must give notice to all eligible academic researchers at least six weeks before materials are due...

- Academic Researcher Merit and Promotion Review Notification under Resources for Dept. Analysts; Research Appointments

- https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/
Contents of a case - Advancement (RB III-9)

- All online cases; via “Merits & Promotions” in AP Folio
- Departmental Letter
- Bio-bib required
- External letters and other related items (anything sent to reviewers)
- Publications
- Safeguard Statement
Advancement Case
Summary/Upload screen

- Generated from eligibility list
- Shows present status
- Summarizes content of advancement case and recommendation
- Statement of review procedure & comments
Departmental letter

- Analytical evaluation of the case in all appropriate review areas

- Explain any accelerations or special circumstances (i.e. special steps, retentions)

- Identify external evaluators by code only
Bio-Bibliography and Publications

- Campus cut-off dates
  - Research series – **December 31**
  - Project Scientist/Specialist – **January 31**
- Bio-Bib must follow format in **Red Binder I-27**, excluding Teaching section
- Research and creative activity
  - Cumulative (others since last review)
  - Oldest = lowest number
  - Changes since last review
- **All** copies of publications (including in-press, submitted, & in progress items) are to be provided electronically. See **RB I-27 & RB III-9** for further details.
- All, or representative sampling of publications depending on case type and series.
External letters

- Requirements vary by title:
  - Researcher and Project Scientist – required for promotion to Associate or Full
  - See External Evaluation section in RB III-12 & RB III-16

- Sample letters (RB I-46) with wording modified as appropriate for research title(s)

- Confidentiality requirements
  - Statement
  - Redaction and access for employees
  - Identification in departmental letter

- List of evaluators, copy of sample letter
Safeguard Statement for Temporary Academic Titles (RB III-5)

- Online; candidate signs onto AP Folio to submit
- Not used for initial appointment at University
- Assures candidate’s rights
- Can see steps outlined in “Departmental Checklist for Academic Advancement” (RB I-22)
- Must be signed prior to forwarding the case
Contingent Workers – Without Salary Visitors (RB III-25)

- A person on temporary leave from a non-UC academic appointment, other employment, or student enrollment at a non-UC institution or entity.
- Participates in short-term educational, research, or other academic projects under the supervision of an academic appointee.

- **Visiting Scholar**: Job Code CWR015
- **Visitor (Graduate Student)**: Job Code CWR003
- **Visitor (Undergraduate)**: Job Code CWR016

- Up to one year, reappointments rare
- Not employees, no compensation via payroll
- Chair/Director approval (AP does post-audit)
Contingent Workers – Research Associate & Research Fellow (RB III-20)

- Non-salaried (without salary) appointments for scholars of distinction/visiting fellows whose main affiliation is elsewhere but who maintain a recognizable research affiliation with UCSB. May serve as Co-PI by exception.

- **Research Associate:** Job Code CWR022
  - **Research Fellow:** Job Code CWR021
  - Must possess a Ph.D. or equivalent training in the field.
  - Research Associate must have established record of independent research.

- Up to three years per appointment. No limit on total length.
- Chair/Director approval (AP does post-audit)

- [https://ap.ucsb.edu/resources.for.department.analysts/faqs/contingent.workers/](https://ap.ucsb.edu/resources.for.department.analysts/faqs/contingent.workers/)
## Courtesy and Without Salary Academic Titles

<table>
<thead>
<tr>
<th>Title/series</th>
<th>Red Binder reference</th>
<th>use</th>
<th>requirements/criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associate/Fellow</td>
<td>III-20</td>
<td>Courtesy title for individuals with (1) main affiliation at another institution but ongoing association with UCSB or (2) establishing a relationship with UCSB but not yet funded. By exception may be co-PI</td>
<td>Ph.D or equivalent. Research Associate: independent research. Research Fellow: fellow from another university or with fellowship, does not need independent research.</td>
</tr>
<tr>
<td>Visiting Scholar/Visiting Grad or Undergrad Student</td>
<td>III-25</td>
<td>Temporary visitor, usually 1 year or less</td>
<td>Main affiliation elsewhere with intent to return. RB III-25</td>
</tr>
<tr>
<td>Research series WOS</td>
<td>III-12</td>
<td>Main affiliation is UCSB but no current salary support. If no work being done, short work break may be more appropriate in UCPath</td>
<td>Should be with intent of securing funding. RB III-12. UCSB must be primary employer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Short term (up to 2 years) visitor fitting criteria and being</td>
<td>Research</td>
</tr>
</tbody>
</table>

[https://ap.ucsb.edu/resources.for.department.analysts/wos.matrix.pdf](https://ap.ucsb.edu/resources.for.department.analysts/wos.matrix.pdf)
Short Work Break
(RB VI-18)

- An employee may be put on SWB in specific situations where there is a break in paid service to the University. SWB should only be used when there is intent to return to paid service within a specified period of time.

- **Research appointments** – The employee may be put on SWB during periods of an **approved appointment** when a break in funding occurs and **NO WORK** is being performed.

- Research SWB is limited to four months.

- Can be requested online, via AP Folio’s “UCPath Certification and Input Requests for Non-Student Academic Employees”

- Very rarely. Usually the PI or Co-PI. Consult with AP first.
End dates monitoring – expected job end dates in UCPath

- Departments monitor list of end dates, using Data Warehouse/AP Folio
  - Dept determines *in advance*
    - Extend end date: Submit the reappointment case, then once approved, AP UCPath team updates UCPath.  
    - OR
    - Appointment ending: (1) Dept checks “appt ending” flag via Reappt/Mod; Ending Appts on AP Folio, then (2) Terminates job & does final pay (in UCPath).
  - Can check “End Job Automatically” flag in UCPath if it is clear job will end.
Leaves of Absence
(RB VI-1, D; MOU Article 12)

- Leave requests for periods of more than 7 calendar days (other than vacation and sick leave for those in accruing titles) must be forwarded to (the Dean) or AVC for Academic Personnel for approval.
  - Use “Leave Processing” on AP Folio
- The approved Academic Leave(s) is entered into UCPath by AP UCPath team.
- Any questions, please contact AP.
Research Titles Workshop – October 28 @ 9:30 a.m. – 11:00 a.m.

- The workshop will provide updates on policy and procedure changes related to the Research, Project Scientist, and Specialist series. For this session, we will discuss the move to electronic submission of one-of-a-kinds as well as COVID-19-related impacts and how they will be assessed in review cases.

- In addition, we will have an in-depth discussion of various personnel actions and case preparation for research appointments and advancements.

- The workshop is intended for individuals currently responsible for personnel matters in these series.
Any questions?
Thank you for attending.