RESEARCH TITLES WORKSHOP

Advanced Workshop
October 28, 2021
Agenda

• International remote work update
• COVID-19 related impacts & how they will be assessed in review cases
• Unionization of research titles – Academic Researchers Unit
• Advancement cases & bio-bib issues
• Helpful reminders for review case preparation
Academic employees international remote work update

October 13, 2020 memo – International Remote Employment FAQs

June 17, 2021 memo – Overseas Telework Exception process
COVID-19 related impacts & how they will be assessed in review cases

Relevant campus memos:
- Jan 25, 2021: COVID-19 and Merit and Promotion Reviews
- Mar 24, 2021: COVID-19 Impact and use of the ‘special steps’
- Oct 1, 2021: Fall 2021 AP Newsletter

Things to consider:
- Optional COVID impact statements
- Documentation/explanation of workload adjustments
- Clock extensions
Unionization – Academic Researchers Unit

- UAW; 1st Contract (MOU) Ratified 11/8/19 – governs Specialists, Project Scientists, & Research series

- *Initial appointments & reappointments* prior to eff. date of 1st advancement review must be for one year, provided there is: (1) Work; (2) Appropriate funding; (3) Programmatic need
  - Justify if shorter in Dept. Letter (Appt case) or in Reappt case.

- *Reappointments after 1st advancement review* – needs to be for normative time at rank/step; no exceptions.

- Article 11 Layoff and Reduction In Time (*represented*): Employee must be given at least 45 days notice. Approved by AVC before official notice is given to employee. Contact AP as early as possible.
  - **RB IX-30** (*non-represented*): 30 days notice.
Unionization – Academic Researchers Unit – cont.

- **Advancements:** Must give notice to all eligible academic researchers at least six weeks before materials are due...

- *Sample notification letter* is posted under our **Resources for Dept Analysts; Research Appointments** – “Academic Researcher Merit and Promotion Review Notification”

- **Deferrals** – employee must request in writing, along with the reason why. See **Case Deferral Process for Academic Researchers**.
Resources for Department Analysts – Research Appointments

https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/

Resources for Department Analysts

Research Appointments

POLICIES

• Red Binder III-12 Professional Research Series : Provides campus policies and procedures for the appointment of Professional Researchers.
• Red Binder III-14 Project Scientist Series : Provides campus policies and procedures for the appointment of Project Scientists.
• Red Binder III-16 Specialist Series : Provides campus policies and procedures for the appointment of Specialists.
• Academic Researcher Collective Bargaining Agreement : At UCSB, this agreement covers the following series: Researcher, Project Scientist, and Specialists.

OTHER RESOURCES

• Multi-unit funded Appointments : AP Director’s memo to Department Chairs/Directors on September 20, 2017.
• Courtesy and Without Salary Appointments : Courtesy and WOS Academic Titles matrix.
• Academic Specialist/Staff Research Associate Comparison : A chart that compares the academic Specialist title with the staff SRA title.
• Research Titles Appointments and Advancements : AP’s latest yearly training on Research Appointments.
• Academic Researcher Supervisory Duties Form and Checklist
• Academic Researcher Merit and Promotion Review Notification
• Case Deferral Process for Academic Researchers
Advancement Cases

• Mandatory reviews for all series – Specialist, Project Scientist & Research series.

• Eligibility lists – please make selections prior to 1/31/22

• Due dates for cases: March 1 for Research series & April 1 for Specialist/Project Scientist series
Advancement Cases cont.

- For various research titles – advancement is based on review areas as stated in the RB. Reminder to check each research series for specifics.

- Teaching is not one of the review areas. Mentoring in the lab can be discussed in the dept letter, but not the full basis for the recommendation.

- Use of the self-assessment and the dept letter to address context beyond bio-bib categories.

- The dept puts forward the recommended action, not what else might have been considered. (i.e. if considered promotion but end up with merit, don’t forward the letters.)
Bio-bibs/Review periods items

• Cut-off dates for bio-bibs and cases
  • **Dec 31**: Research Series
  • **Jan 31**: Specialist & Project Scientist

• Using the appropriate “review period” is extremely important. It begins from where the prior Bio-bib left off (or at the initial appointment, if no prior review).

• Checking prior Bio-bib (or CV from initial appointment) against the new one!
Bio-bibs cont.

- Bio-bib – Research section is **cumulative**. Lines drawn!

- “Work in Press” counts for current review. **Not** counted again in subsequent review, when it moves to “published”.

- Electronic submission of publications – must be a link **directly** to the full publication (not the abstract).
  - See RB III-9 VII. Copies of publications... use the checklist!
  - See RB I-27 “Submission options” section.

- NEW this case cycle – all other Bio-bib sections are **NOT** cumulative (See RB I-27)
Bio-bibs cont. – University Service

• What it is?
• Standing or ad hoc administrative committees
• Interdisciplinary centers – advisory boards
• Interdisciplinary research groups – advisory committees
• Mentorship of students – specifically mentoring & advising of students & faculty *that furthers diversity & equal opportunity*
• What it is not?
Move to electronic submission of one-of-a-kinds

June 30, 2020 memo – Electronic Submission of One-of-a-Kind Documents

Merit/Promotion helpful reminders

• Career Reviews – be sure dept letter provides overview of career accomplishments as well as analysis of the achievements within the most recent review period.

• External Letters, if required – solicitation letter can be reviewed prior to being sent out by the Chair/Director. Please ask AP if you have any questions.

• Use AP Folio’s resources – RB III-9, RB III-8 Types of Reviews, RB I-22 Dept Checklist for Academic Advancement, & please ask if specific questions.
Any Questions?