Agenda

- Bargaining update – RA Unit (UAW)
- MOU clarification – Junior Specialists
- Notice of non-reappointment – RB III-1
- Red Binder drafts – June 30, 2022 memo
- UC Vaccine compliance
- Bio-bib template update – Academic Researchers
- Advancement cases & bio-bib issues
- Helpful reminders for review case preparation
Currently bargaining for next contract; 1st one ended 9/30/22 (status quo)
Junior Specialists – MOU clarification

- Total duration at the Jr. rank may not exceed 3 yrs. (MOU Article 26)
- Junior Specialists do not undergo merit reviews.
- Automatic Step Increase: Junior Specialist rank only (see Eligibility Listing)
- Automatic movement to Junior Specialist Step II will occur after 1 year of service at Step I.
- Normal advancement will occur after 1 year of service at Step II for promotion to Assistant Specialist. This is a promotion case/review.
Notice of non-reappointment – RB III-1

• **No further notice** of non-reappointment is necessary for appointments at less than 50% for any period of time, or for appointment of less than 8 consecutive years in the same title or series.

• **Notice of non-reappointment** must be given if the employee has served at 50% or more for 8 or more consecutive years in the same title or series (APM 137-30) and Articles 21, 22, and 26 of the MOU.

• Written **Notice of Intent** not to reappoint must be given at least 60 days prior to the appointment’s specified end date.

• **Within 30 days** of the **Notice of Intent**, a written **Notice of Action** is issued to the employee. Pay in lieu of notice may be given.

• For details see RB III-1 **Service limitations** ; Work with AP.
Red Binder drafts – per 6/30/22 memo

- [https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/](https://ap.ucsb.edu/policies.and.procedures/red.binder/drafts/)
- **III-1** Temporary Research Appointments; General Info. & **III-16** Specialist Series – Identifies the ranks of Specialist who undergo merit review as per the MOU.
- **III-5** Procedural Safeguard Statement – Temporary Academic titles - Technical update about candidate written comments for temp academic title reviews.

12. I was informed of my right to make written comments regarding the departmental recommendation to the dean or AVC, as appropriate, and that these comments would be included in the file and available to other reviewing agencies outside of the Department.
UC Vaccine compliance

• Applies to all academic employees, including Visiting titles and Contingent Workers (CWRs)

• The CWRs make up a huge portion of out of compliance folks that are extremely hard to chase after.

• https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy
Updated Bio-bibliography template (Academic Researchers)

- https://ap.ucsb.edu/forms/
- Partial screenshots (Part II. & III.) ~

### PART II. PROFESSIONAL ACTIVITIES

**Lectures Presented**

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<th>Meeting/Place</th>
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**Grants and Contracts**

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<th>Candidate Share</th>
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*Continuing:*

*New:*

- Total Continuing Funding: 
- Total New Funding: 
- Total Funding during Review: 

*If continuing, provide details of any changes (e.g., increased funding, etc.)*

### PART III. SERVICE

**University Service (including administrative posts held)**

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<th>Years</th>
<th>Position</th>
<th>Committee/Type of Service</th>
<th>Level (Dept/College/Campus/Systemwide)</th>
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**Public Service (including service to K-12 Education)**

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<th>Years</th>
<th>Position</th>
<th>Type of Service</th>
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Academic Researchers – Notification of review – Advancements/Process

• 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/

### 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 1/31/23

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

• Junior Specialists – auto Step II increase. Do not undergo merit reviews.
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.

• 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?