



# RESEARCH TITLES WORKSHOP

ADVANCED WORKSHOP

OCTOBER 24, 2024

# AGENDA

- Important General Policy updates
- Issuance of October 2024 Red Binder updates
- FLSA change @ \$58,656 eff. January 1<sup>st</sup>
- Article 11 – Layoff & Reduction in Time
- RB III-1 – Notice of non-reappointment
- Online Bio-bib requirement – 7/1/25 case cycle
- Helpful reminders for review case preparation

The background is a dark blue gradient. In the four corners, there are decorative white line-art elements resembling circuit traces or a network diagram. These elements consist of straight lines of varying lengths and angles, ending in small white circles. The lines are more densely packed in the corners and become sparser towards the center.

# IMPORTANT GENERAL POLICY UPDATES

# SB 791 MISCONDUCT DISCLOSURES

- Effective for NEW recruitments starting January 1<sup>st</sup>
- Required of all proposed hires:
  - **Disclosure** of any findings of misconduct within the last 7 years
- UCSB implementation (tentative)
  - Begin incorporating language about this into recruitments starting 1/1/25
  - Disclosures will be collected from finalists only

# REQUIRED TRAININGS – ACADEMIC APPOINTEES (& STAFF)

- To complete:
  - Log into UC Learning Center at <https://www.learningcenter.ucsb.edu/>
  - Click on “Required Trainings”
- New this year: UC-Systemwide Workplace Violence Prevention Training

The background is a solid blue gradient. In the four corners, there are decorative white line-art elements resembling circuit traces or a network diagram. These lines connect to small white circles, creating a sense of connectivity and technology.

# ISSUANCE OF OCTOBER 2024 RED BINDER UPDATES

# RED BINDER – OCTOBER 10, 2024

- RB I-49, RB I-50 – added research titles to the external letter solicitation template & consolidated solicitation language for research titles
- RB III-8 Types of Review – clarified off-scale & within step advancements
- RB III-12, RB III-14 – updated eligibility and overlapping steps; moved out solicitation template language
- RB III-16 – moved out solicitation template language
- Both Checklists updated: RB III-7, RB III-9
- RB VI-18 Short Work Break – clarified SWB-eligible research titles (i.e. Self-funded PI or Co-PI), updated SWB Matrix link

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# FAIR LABOR STANDARDS ACT (FLSA) CHANGE EFF. JANUARY 1, 2025



# FLSA @ \$58,656 EFF. 1/1/25

- Beginning on January 1, 2025, the min. salary threshold for overtime-exempt employees will increase to \$1,128 per week (\$58,656 per year for a full-year employee).
- Following the increase in the threshold that goes into effect on January 1, 2025, the threshold will be reset again on July 1, 2027 (and every 3 years after).
- Academic Researchers who no longer meet the new salary threshold will be reclassified as non-exempt, overtime-eligible. AP is working to identify affected individuals & will communicate directly with impacted depts/units and employees.



# ACADEMIC RESEARCHERS: 2<sup>ND</sup> MOU THROUGH 9/30/27

**TA'D CONTRACT IN EFFECT NOW!**

INCREASES PER THE 2<sup>ND</sup> CONTRACT AS FOLLOWS:

JULY 2023 WAS 4.5%

JULY 2024 WAS 3.5%

**JULY 2025 = 3.5%**

**JULY 2026 = 3.5%**

**JULY 2027 = 4.0%**

HTTPS://UCNET.UNIVERSITYOFCALIFORNIA.EDU/RESOURCES/EMPLOYMENT-POLICIES-CONTRACTS/BARGAINING-UNITS/ACADEMIC-RESEARCHERS/CONTRACT/

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## Academic Researchers contract

Tentative Agreement between the University of California and the Academic Researchers. The University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW 4811) have agreed to a new five year contract. The parties will be finalizing the Agreement and assigning article numbers in the near future.

***New Contract expiration date – September 30, 2027***

- [Academic Researchers Tentative Agreement, effective 12-9-2022](#)

# TA'D CONTRACT (178 PAGES) LOCATED @ [HTTPS://UCNET.UNIVERSITYOFCALIFORNIA.EDU/LAB OR/BARGAINING-UNITS/RA/DOCS/RA\\_00\\_2022- TA\\_AGREEMENT.PDF](https://ucnet.universityofcalifornia.edu/lab-or/bargaining-units/ra/docs/ra_00_2022-ta_agreement.pdf)

1 / 178 | 100% + | [ ] ↻

November 8, 2019 - October 31, 2022

Complete Contract PDF

- CCL Article 01 - Recognition PDF *PAN AS*
- CCL Article 02 - Appointments PDF *PAN AS*
- CCL Article 03 - Benefits and Retirement Programs PDF *PAN AS*
- ✓ Article 04 - Compensation PDF *PAN AS*
- ✓ Article 05 - Coordinator of Public Programs Series PDF *PAN AS*
- ✓ Article 06 - Corrective Action and Dismissal PDF *PAN AS*
- ✓ Article 07 - Grievance and Arbitration PDF *PAN AS*
- CCL ✓ Article 08 - Health and Safety PDF *PAN AS*
- ✓ Article 09 - Holidays PDF *PAN AS*
- CCL Article 10 - Labor Management Meetings PDF *PAN AS*
- ✓ Article 11 - Layoff Reduction in Time PDF *PAN AS*
- ✓ Article 12 - Leaves of Absence PDF *PAN AS*
- Pay for Family Care Bonding Side Letter Agreement PDF *PAN AS*
- ✓ Article 13 - Management and Academic Rights PDF *PAN AS*
- CCL Article 14 - Medical Separation PDF *PAN AS*
- CCL Article 15 - No Strikes PDF *PAN AS*
- ✓ Article 16 - Nondiscrimination in Employment PDF *PAN AS*
- CCL Article 17 - Out of Unit Movement PDF *PAN AS*
- ✓ Article 18 - Parking and Transportation PDF *PAN AS*
- CCL Article 19 - Past Practice Not Covered by Agreement PDF *PAN AS*
- CCL Article 20 - Personnel Files PDF *PAN AS*
- ✓ Article 21 - Professional Research Series PDF *PAN AS*
- ✓ Article 22 - Project Scientist Series PDF *PAN AS*
- ✓ Article 23 - Reasonable Accommodations PDF *PAN AS*
- CCL Article 24 - Severability PDF *PAN AS*
- CCL Article 25 - Sick Leave PDF *PAN AS*

The background is a dark blue gradient. In the corners, there are decorative white line-art elements resembling circuit traces or a network diagram, with lines connecting to small circles.

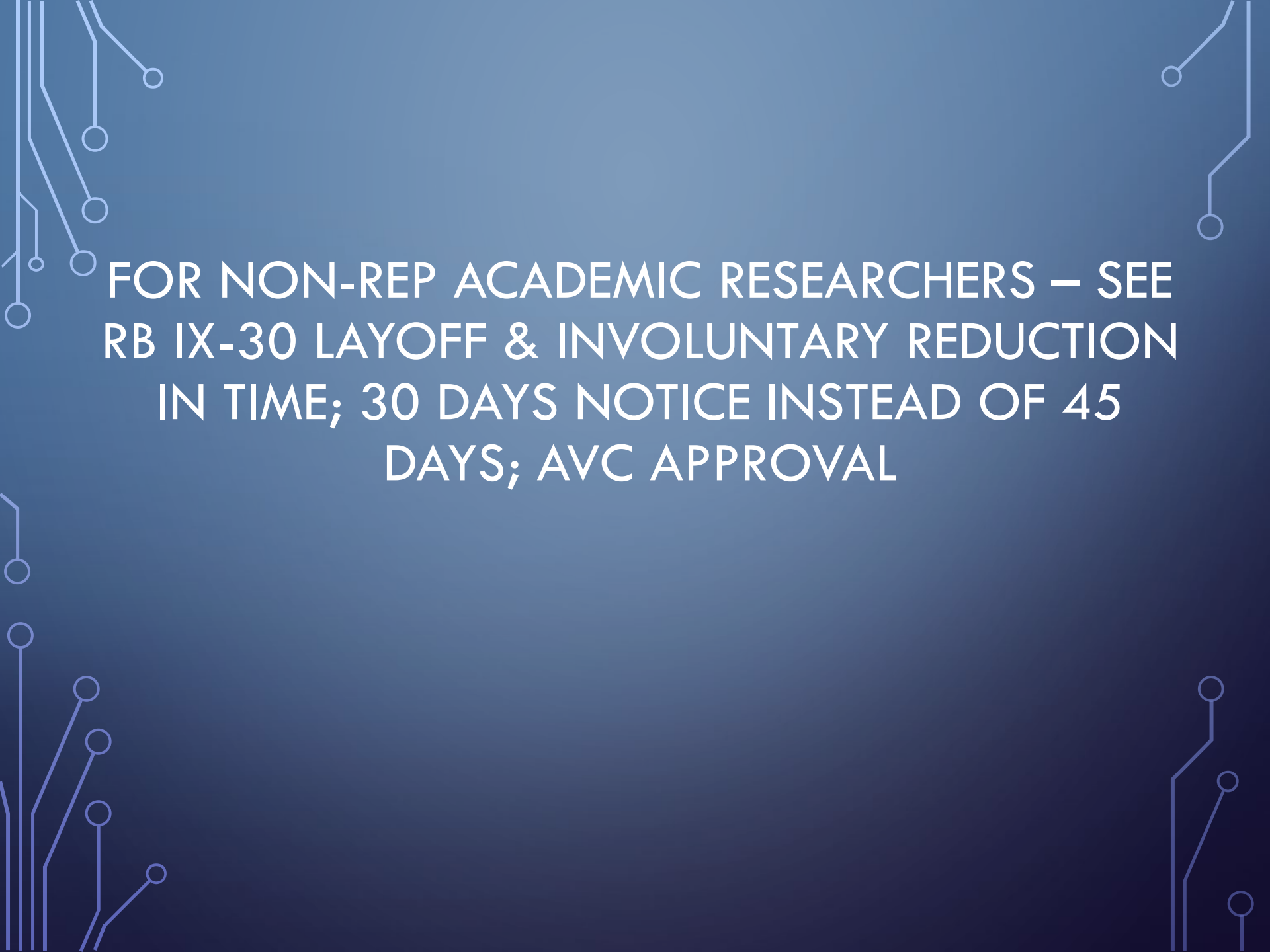
# TA'D ARTICLE 11 – LAYOFF AND REDUCTION IN TIME (PAGE 52 OF 178)

# ARTICLE 11 – LAYOFF & REDUCTION IN TIME

- The RA Unit contract states we must give at least 45 days notice, for the official layoff notice to go to the employee (pending AVC approval **first**). Nothing *official* can go to the employee without AVC approval, via AP (work with Joanna).
- Submit the **Represented AR Layoff or Involuntary Reduction in Time Proposal Form** (to AP) – Resources for Dept Analysts; Research Appts; Other Resources (section). Work closely with AP.
  - <https://ap.ucsb.edu/resources.for.department.analysts/research.appointments/>

#### OTHER RESOURCES

- [Research Titles Appointments and Advancements](#) : AP's latest yearly training on Research Appointments.
- [Introduction to New Online Bio-bibs - Academic Researchers](#) (9/2024)
- [Red Binder III-7 Documents to be Submitted for Research Appointments](#)
- [Red Binder III-9 Documents to be Submitted for Research Reviews](#)
- [Academic Researcher Merit and Promotion Review Notification](#)
- [Case Deferral Process for Academic Researchers](#)
- [Courtesy and Without Salary Appointments](#) : Courtesy and WOS Academic Titles matrix.
- [Contingent Workers FAQs](#)
- [Academic Specialist/Staff Research Associate Comparison](#) : A chart that compares the academic Specialist title with the staff SRA title. (Revised 6/2021)
- [Represented Academic Researcher Layoff or Involuntary Reduction in Time Proposal Form](#)

A decorative background pattern of white circuit board traces and nodes on a dark blue gradient background. The pattern is located in the corners and along the edges of the slide.

FOR NON-REP ACADEMIC RESEARCHERS – SEE  
RB IX-30 LAYOFF & INVOLUNTARY REDUCTION  
IN TIME; 30 DAYS NOTICE INSTEAD OF 45  
DAYS; AVC APPROVAL

The background is a dark blue gradient. In the four corners, there are white line-art patterns resembling circuit board traces or a network diagram. These patterns consist of straight lines of varying lengths and angles, ending in small white circles. The patterns are more dense in the bottom-left and top-left corners and more sparse in the top-right and bottom-right corners.

# RB III-1 – NOTICE OF NON-REAPPOINTMENT



# RB III-1 GENERAL INFO; SERVICE LIMITATIONS & APPT LENGTHS – NOTICE OF NON-REAPPT

- 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 & Articles 21, 22, & 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.
- See RB III-1 for further details. Work with AP.

The image features a dark blue gradient background with white, stylized circuit board traces in the corners. These traces consist of straight lines and right-angle turns, ending in small circles that represent components or connection points. The traces are located in the top-left, top-right, bottom-left, and bottom-right corners, framing the central text.

# END DATES MONITORING


# END DATES MONITORING – EXPECTED JOB END DATES IN UCPATH

- Departments should be monitoring **Ending Appointments** reports frequently, using Data Warehouse/AP Folio
  - **Ending Appointments** via AP Folio Reporting – 90 days out.

## **Ending Appointments**

- » Researchers
- » Academic Coordinators
- » Specialists
- » Project Scientists

# ACADEMIC RESEARCHERS – NOTIFICATION OF REVIEW – ADVANCEMENTS/PROCESS

➤ 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 (Other Resources)

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

# CASE DEFERRAL PROCESS FOR ACADEMIC RESEARCHERS

- Deferrals – **employee** must request in writing, along with the reason **why**. See **Case Deferral Process for Academic Researchers**.
  - Funding is not a valid reason
  - <https://ap.ucsb.edu/news.and.announcements/memos/?1.23.2020.Case.Deferral.Process.for.Academic.Researchers>

# NEW ONLINE BIO-BIB – ACADEMIC RESEARCHERS

- Recent campus trainings – Slides posted under the Resources for Dept Analysts; Research Appointments (Other Resources)
- Utilize the **User Guides** for each of the sections
- Online Bio-bib brief demo/PDF ex.
  - Part I. Other Scholarly Activities – datasets, patents, software, etc. (not cumulative)

# PART 1. RESEARCH & CREATIVE ACTIVITY: CUMULATIVE LIST OF PUBLICATIONS OR CREATIVE ACTIVITY

- Two options for **Part I. Research & Creative Activity** *cumulative* record (specifically)
  - Option 1: can enter **all items** under Part I. Research & Creative Activity (Online Bio-bib) **or**
  - Option 2: **Current review period items required** to be entered under Part I. (Online Bio-bib) & **past cumulative record** (of Part I.) can be uploaded as *separate PDF inside* the advancement case.
- Reach out to AP if any questions.

## PART 2. PROFESSIONAL ACTIVITIES

- A note on Contracts & Grants...
  - Grants listed as “completed” will NOT have their amounts added to the totals at the bottom.
  - Therefore, if a grant was active during the current review period, mark it as “new” or “continuing” as appropriate.
    - This still accurately reflects the status of the grant during the review period.
  - Once the current case has been completed (i.e. final decision letter issued), you may update the grant’s status to “completed”.



## PART 3: UNIVERSITY & PUBLIC SERVICE

- Service – examples include standing or ad hoc administrative committees, interdisciplinary centers – advisory boards, interdisciplinary research groups – advisory committees
- Mentoring of **UCSB students that furthers diversity and equal opportunity**
- Service-related Grants and Contracts

# BIO-BIB/REVIEW PERIOD 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!

# ADVANCEMENT CASES

- Mandatory reviews for all series – Specialist, Project Scientist & Research series
- Eligibility lists – please make selections prior to **1/31/25**
- Due dates for cases: **March 3** for Research series & **April 1** for Specialist/Project Scientist series
  - REMINDER TO START PLANNING EARLY; EARLY CASE SUBMISSION IS HIGHLY ENCOURAGED!
- Junior Specialists – auto Step II movement on July 1<sup>st</sup> (6 months or more, in fiscal year, equals 1 year of service @ Step 1). 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. SEE RB III-1 2 (Professional Researcher); RB III-1 4 (Project Scientist); RB III-1 6 (Specialist).
- 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.

# PROMOTION FROM JR. SPECIALIST TO ASSISTANT SPECIALIST – CRITERIA FOR ADVANCEMENT

## 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** Baccalaureate degree + have 3 or more yrs. of research experience.
- Enables research as part of a team & may provide some independent input into the planning & execution of the research.

# 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.
  - External Letters NOT required for Specialist series.
- Use AP Folio's resources – RB III-9 Checklist, RB III-8 Types of Reviews, RB I-22 Dept Checklist for Academic Advancement, & please ask if specific questions.

A decorative graphic on the left side of the slide, consisting of a complex network of white lines and circles on a dark blue background. The lines are vertical and horizontal, with some branching out, resembling a circuit board or a tree structure. The circles are of varying sizes and are placed at various points along the lines.

ANY QUESTIONS?