Teaching titles
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Unrepresented Teaching Titles

• Academic Coordinator
• Adjunct Professor
• Visiting Professor
• Continuing Education Specialist
• Guest Lecturer
Policies and Procedures

• Open Search Requirements (RB VII-1)
  • Required for all academic positions

• Process for appointment paperwork
  – Departmental letter
  – UCSB biography form and CV (for initial appointment)
  – Teaching evaluation (for reappointment)
  – Publications, if appropriate
  – Search information
Policies and Procedures

- Temporary appointments with specific end dates
- Academic year basis (9/9 or 9/12) other than some Academic Coordinators
- Can earn additional compensation such as if 9/12
- Salary scales for all available at: http://ap.ucsb.edu/ (UCSB salary scales)
Policies and Procedures

• Benefits based on appointment percent and length of appointment (BELI)

• Layoff and reduction in time guidelines
  – APM 137-30, RB IX-30
  – Call Academic Personnel or Deans office if planning to do either

• Grievance procedures
  – APM 140, RB IX-25
  – Call Academic Personnel with questions
Policies and Procedures

• Most academic titles, including student titles, are exempt
  – No over-time, no comp-time
  – Paid on monthly pay schedule

• In conjunction with other titles
  – Academic title usually establishes pay schedule
  – Coordinate with other employment department(s)
• Administer Academic Programs and provide service that is closely related to the teaching and/or research mission of the University to:
  – Academic Departments
  – Research Units
  – Students
  – General Public
Academic Coordinators
General information

• Primarily administrative
• May teach occasional non-credit seminars or workshops
• Ranks I-III. The rank is dependent on program scope
• Job description required.
• Can be non-exempt if salary is under the threshold.
• The step is dependent on qualifications and merit
• Fiscal year appointees earn vacation and sick leave. Academic year earn sick leave.
## Criteria for Appointment to Academic Coordinator Titles

<table>
<thead>
<tr>
<th>Criteria/Level</th>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program complexity: size and/or scope of the program in the Academic Coordinator’s charge</td>
<td>Minimal complexity:</td>
<td>Moderate complexity:</td>
<td>Substantial complexity:</td>
</tr>
<tr>
<td></td>
<td>Specialized program with small staff OR single program serving single constituency</td>
<td>Multidisciplinary program with a moderately-sized staff OR single program serving multiple constituencies</td>
<td>Single, highly specialized academic unit with a large staff OR collection of programs serving multiple constituencies</td>
</tr>
<tr>
<td>2. Degree of independence and reporting relationships</td>
<td>General supervision by a department chair, faculty member, or other academic or professional staff member</td>
<td>Independent coordination, generally reporting to a department chair, assistant/associate dean, or equivalent positions</td>
<td>Independent directorship, generally reporting to a dean or vice chancellor</td>
</tr>
<tr>
<td>3. Budgetary activities (degree of involvement in either generating or coordinating funds, or both)</td>
<td>Limited involvement</td>
<td>Moderate involvement</td>
<td>Extensive involvement</td>
</tr>
<tr>
<td>4. Degree of professional accomplishment and/or scholarly contributions needed to discharge responsibilities</td>
<td>Primarily program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position</td>
<td>Program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position</td>
<td>Program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position</td>
</tr>
<tr>
<td>5. Impact on campus mission</td>
<td>Campus</td>
<td>Regional</td>
<td>State and national</td>
</tr>
</tbody>
</table>
Academic Coordinators

• Term of appointment:
  – Normally one year, can be for up to three years

• Merit based on:
  – Coordination of Program
  – Professional Competence
  – University and public service

• Promotion:
  – significant change in the scope and complexity of the program administered
Academic Coordinators
Appointment and Advancement

• Done online in AP Folio
• Modification of current appointment
• Change percent time or duration

• Red Binder
  – V-1
  – V-2 - Checklist

• Approval authority:
  – New appointments  AVC
  – Reappoint & merit  Dean/AVC
  – Promotions  AVC
Adjunct Professor
(RB V-17, APM 280)

- Predominately engaged in research and participates in teaching; or

- Contributes to teaching and has limited responsibility for research or other creative work

- Terms of appointment:
  - Assistant level: 2 year terms
    - (8 yr limit if 50% or more)
  - Associate and Full: 3 year terms, unlimited reappointments but always an end date
Without Salary appointments

• Distinguished individual who’s primary affiliation is with another institution or in private industry.

• Has an identifiable research and teaching involvement with UCSB

• No limits on duration of employment

• Approval authority
  – Asst. appts, reappts, merit  Dean
  – Assoc, Full reappts, merits  Dean
  – Assoc, Full appts  AVC
Paid appointments

• Appointment criteria:
  – Mainly research based, but regularly teaches at least one course per year; or
  – If teaching is main activity, must justify why a lecturer title is not appropriate.

• Participates and evaluated in four areas (emphasis adjusted accordingly):
  – Teaching
  – Research
  – Professional Activity
  – Service
Paid appointments

- Use rank and step of Professorial series
  - Asst Adjunct Prof  II-V
  - Assoc Adjunct Prof  I-IV
  - Adjunct Prof  I-IX

- 50% of appointment funded from extramural funds

- Appointments at 50% or more “count” if later employed in ladder series and are treated as ladder equivalent for policy and procedure
Appointments and Reappointments

- Without Salary appointment:
  - On Paper to Dean’s Office
  - CV
  - UCSB biography form
  - Dept recommendation letter

- Without Salary reappointment:
  - On Paper to Dean’s Office
  - CV (current)
  - Dept recommendation letter

- Paid appointments at 50% time or more that exceed one year same as ladder rank faculty.
Visiting Professor
(RB II-28, APM 230)

- “Has held, is on leave from, or retired from an Academic or Research position at another educational institution, or whose research, creative activity or professional achievement makes the appointment appropriate.”

- Approval Authority
  - Up to six quarters of service  Dean
  - Beyond six quarters of service  AVC
  - Exceptions to first part of definition  AVC, with CAP review
Criteria and terms

- Use ranks of Professorial series, salary is negotiated but cannot be below minimum for rank; in part based on home institution salary

- Participates in four areas (emphasis adjusted accordingly):
  - Teaching
  - Research
  - Professional Activity
  - Service
Criteria and terms

- Exempt from open recruitment requirements
- Service “counts” if later appointed in ladder series
- One year or less appointments; two year consecutive maximum
- Appointments and reappointments done on paper
Continuing Educator
(RB II-24, APM 340)

• “Professional educators who serve the public by planning, coordinating, and implementing continuing education programs, classes, conferences, short courses, discussion groups, lectures and media programs.”

• Used in University Extension only
Criteria and terms

• Ranks I-III; rank depends on scope of program and level of independence

• Approval authority:
  – all actions AVC Acad. Programs

• Title Codes: salary scales table 31
Guest Lecturers
(RB 11-31, VI-17)

• Not already a UC employee
  – Service less than two weeks
  – Paid honorarium through form-5

• UC employee from other campuses
  – Intercampus one-time payment form

• UCSB employee
  – Check current status
  – Make sure the payment is allowed

• Foreign guest lecturers
  – Assure proper visa status to allow payment
Represented Academic Titles

- Librarians

Non-Senate Faculty

- Supervisor of Teacher Education
- Teacher-Special Programs
- Lecturer
- Continuing Appointment Lecturer
Librarians  
(RB V-15, APM 360)

- Covered by MOU with AFT.
- Fiscal year appointments; earn vacation and sick leave
- Subject to search requirements similar to non-represented academic
- All personnel actions done in the Library
- University Librarian series not covered by contract
Policies and Procedures

- Governed by Memorandum of Understanding (MOU). Red Binder is UCSB application of MOU.

- Appointments are department specific

- Academic year basis (9/9 or 9/12)
  - One or two quarters- 9/9
  - Full year- 9/12

- Can earn additional compensation if 9/12

- Salary scales for all available at: http://ap.ucsb.edu (UCSB salary scales)
Policies and Procedures

• Registered graduate students may not be appointed

• Grad Council approval required for graduate level courses

• Benefits based on appointment averaged percentage and/or 750 hours

• Approval authority:
  – Continuing appt. FTE AVC
  – Excellence reviews AVC
  – All other actions Dean
Policies and Procedures

• Layoff and reduction in time processes
  – Call Academic Personnel or Deans office if planning to do either

• Grievance procedures
  – Call Labor Relations with questions
Workload

- Percent time based on Departmental Workload

- IWC = Instructional Workload Course

- 3 IWC = full time for one quarter

- No workload averaging across quarters, but can average appt. line in PPS for benefit purposes.
Workload Sample

• A. Instructional Workload:
  – Regularly scheduled instructional offering requiring significant academic preparation outside class and meeting a minimum of three hours per week = 1.00

• B. Course Equivalencies:
  – Field Training Courses = 1.00
  – Offering with over 150 = 1.25
  – Team teaching (two lecturers) = .67

• C. Other equivalencies:
  – Administration of placement exam= .25
  – Curriculum development= .50
Supervisor Teacher Education

- Used only in Graduate School of Education, Teacher Education Program

- Title codes
  (Salary scale table 32)
  - Pre-six year: 2220
  - Continuing: 2221

- All policies and procedures the same as for NSF Lecturers
Teacher-Special Programs
(RB 11-18)

- Teaching non-regular classes to University or non-University students, usually on a by-agreement basis
- Title codes 2460
- Does not count as a quarter of service
- Must have approval from AP
Lecturer; years 1-6
(RB II-1, II-6, II-12, MOU)

- Full or shared responsibility for classes.

- Evaluated on: demonstrated competence in the field, demonstrated ability in teaching, academic responsibility and other assigned duties that may include University co-curricular and community service.
Policies and Procedures

• Open Search Requirements (RB VII-1, VII-5)
  – Open recruitment required

• Process for appointment paperwork (RB II-12 checklist)
  – Departmental letter (Forms)
  – UCSB biography form and CV (for initial appointment)
  – Teaching evaluation (for reappointment)
  – Publications, if appropriate
  – Search information (# of search & year)
Terms of Appointment

• May be employed up to 18 quarters in the same department

• Appointments are for set period of time, with end dates.

• Any percentage time counts as a quarter; 0% (without salary) and summer session do not count

• Can hold various appointments

• Assessment prior to each reappointment
Terms of Appointment

• No merit process
  – 10th quarter increase
  – Increases at reappointment

• Lecturer vs. Sr. Lecturer

• Must be paid on scale

• 9th quarter mentoring meeting
Multiple appointment considerations

- If existing appointment as 9/12 lecturer, other appointment must be 9/12
- If employed 100% in another title percentage should be reduced to accommodate lecturer appointment
- Monthly/Bi-weekly pay schedule
- Without salary appointments
  - with research appointments
  - with non-research appointments
  - Stand-alone
  - RB II-33
### Conditions and Policies

- **Title Codes**
  (salary scale tables 16 and 17)

<table>
<thead>
<tr>
<th>Position</th>
<th>9/12</th>
<th>9/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer (Pre-6&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>1630</td>
<td>1632</td>
</tr>
<tr>
<td>Senior Lecturer (Pre-6&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>1640</td>
<td>1642</td>
</tr>
<tr>
<td>Continuing Appt. Lecturer</td>
<td>1631</td>
<td>1633</td>
</tr>
<tr>
<td>Continuing Appt. Sr. Lect</td>
<td>1641</td>
<td>1643</td>
</tr>
<tr>
<td>Temporary augmentation</td>
<td>1652</td>
<td>1653</td>
</tr>
</tbody>
</table>
### Table 17

<table>
<thead>
<tr>
<th>Salary Scale</th>
<th>Salary Rate</th>
<th>Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum, 4th Year</td>
<td>8,355.95</td>
<td>8,750.10</td>
</tr>
<tr>
<td>Minimum, 5th Year</td>
<td>8,750.10</td>
<td>9,150.25</td>
</tr>
<tr>
<td>Minimum, 6th Year</td>
<td>9,150.25</td>
<td>9,550.40</td>
</tr>
<tr>
<td>Maximum, 6th Year</td>
<td>12,420.04</td>
<td>12,820.19</td>
</tr>
<tr>
<td>Maximum, 7th Year</td>
<td>12,820.19</td>
<td>13,220.34</td>
</tr>
<tr>
<td>Maximum, 8th Year</td>
<td>13,220.34</td>
<td>13,620.49</td>
</tr>
</tbody>
</table>

*These rates are intended as a guide for setting salaries for new/mand-MBA (or 1st year) MIA; the above-referenced rates are suggested for the first year only. Modifying the salary range is subject to the ADA's guidelines.*

*Please refer to Table 16 for minimum and maximum annual salary ranges for the above-referenced fields.*

*Geneva Group*
Continuing Appointment Lecturer
(RB II-1, II-10, II-14, MOU)

- Eligible after 18 quarters of service
- Indefinite end date (99/99/99)
- No search required at time of transition
- Excellence review
Excellence Review

- Takes place usually in the 17th quarter
- Review of person’s qualifications
- Must be found “excellent” in teaching
- Two step increase plus movement to bottom of range if necessary
Excellence Review

• Criteria:
  – demonstrated competence in the field
  – demonstrated ability in teaching
  – academic responsibility
  – other assigned duties.

• Departmental review must be by committee, to include NSF if at all possible

• Review procedures similar to ladder faculty review; cases done on-line
Excellence Review
(RB II-14)

• Completed in AP Folio
• Contact AP to set-up
• Case to include:
  – Departmental Committee recommendation
  – ESCIs
  – One other source of teaching evaluation
  – Letters of evaluation, external or internal
Excellence Review
(RB II-14)

- Case to include continued:
  - CV
  - Safeguard statement
  - Other materials the individual wishes to include
Merit & Promotion Reviews

• Eligible for merit review every three years
  – At least 6% increase if excellent, must be in 3% increments

• Eligible for promotion when they reach salary for full professor
  – Case has letters of evaluation

• Case to include:
  – Departmental Committee recommendation
  – ESCIs
  – One other source of teaching evaluation
  – CV
  – Safeguard statement
  – Other materials the individual wishes to include
Continuing Appt Lecturer

Conditions and policies

• **Annual workload request and approval (Forms)**
  - Must be at least the approved FTE over the year

  - **Increase in base FTE**
    - Must be identified as temporary or permanent augmentation
    - Separate appt/dist in pps if temporary – title code 1652 or 1653
    - If permanent, subject to reduction in time limitations
    - Temporary augmentations may result from: faculty leaves, emergency course coverage, filling in until ladder faculty starts, unanticipated increase in enrollment, programmatic changes
Conditions and policies

- Decrease in base FTE
  - Involuntary reduction in time or lay-off
    - Seniority
    - Notification
    - Work for Labor Relations, College and AP

  - Voluntary reduction in time
    - request must be in writing
    - dept is not obligated to accept request
    - needs to meet dept needs
    - needs to fit workload
    - Work with College and notify AP
Conditions and policies

• Additional Compensation for those appointed 9/12
• Other types of payment
  – Flat Rate
  – Summer Sessions