TEACHING TITLES

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Academic Personnel Contacts

- **Lia Cabello**, Sr. Analyst

  lia.cabello@ucsb.edu

  Social Sciences (non-U18), Education, Creative Studies, HFA

- **Mira Lázaro**, Sr. Analyst

  mslaza@ucsb.edu

  Social Sciences (Unit 18 only), MLPS, Bren, Engineering

- **Melanie Hoven**, Associate Director (Academic Labor Policy)

- **Helly Kwee**, Associate Director (General Policy)

Additional Campus Contacts

- Debi Vance, Letters & Science (MLPS & Social Science)
  dvance@ucsb.edu

- Sendy Dang, Letters & Science (HFA)
  sdeng@ltsc.ucsb.edu

- Kathryn Hopkins, College of Engineering
  kathrynhopkins@engineering.ucsb.edu

- Carly Bobek, Employee & Labor Relations
  carly.bobek@hr.ucsb.edu

Non-represented Titles

Non-represented Titles

- Academic Coordinator
- Adjunct Professor
- Visiting Professor
- Continuing Education Specialist
- Guest Lecturer
- Recall Faculty

Policies and Procedures

- Open Search required for all academic positions (RB VII-1)
- Process for appointment paperwork
  - Departmental letter
  - UCSB biography form and CV (for initial appointment)
  - Teaching Evaluations (for reappointment, as applicable)
  - Publications, if appropriate
  - Search information
- Temporary appointments with specific end dates
- AY basis (9/9 or 9/12), except for FY Academic Coordinators
- Can earn additional compensation if 9/12

Policies and Procedures, cont'd

- Benefits based on appointment % and length
- Most academic titles (incl student titles) are exempt, paid MO
    - Unless salary + % time puts them below FLSA threshold
- If title held in conjunction with other titles?
    - Usually academic title establishes pay schedule (MO vs BW)
    - Coordinate with other employment department(s)
- Layoff and Reduction in Time : APM 137-30, RB IX-30
- Grievance Procedures: APM 140, RB IX-25

Academic Coordinators: Definition

- 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
- RB V-1, APM 375

Academic Coordinators: General information

- Primarily administrative with academic background/knowledge
- May teach occasional non-credit seminars or workshops
- Rank (I-III) dependent on program scope
- Step dependent on qualifications and merit
- Job description required
- Can be non-exempt if salary is under the FLSA threshold
- FY appointees earn vacation and sick leave
- AY appointees only earn sick leave

Criteria for Appointment to Academic Coordinator Titles

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

AC Appointment & Advancement

- Term of appointment: Normally one year, up to 3 years at a time
- All actions done in AP Folio
- Merit every 2-3 years. Cannot be deferred! Based on:
  - Coordination of Program
  - Professional Competence
  - University and public service
- Promotion:
  - significant change in the scope and complexity of the program administered
- Modification of current appointment (Change percent time or duration)
- RB V-2 (checklist)

Academic Coordinator Approval Authority

Action	Authority
New Appointments	AVC
Reappointments	Dean/AVC
Merits	Dean/AVC
Promotions	AVC

Adjunct Professor

- Predominantly engaged in research and participates in teaching OR
- Contributes to teaching and has limited responsibility for research or other creative work
- If WOS: main affiliation elsewhere
- Terms of appointment:
  - Assistant level: 8 yr limit if >= 50% time
  - Associate and Full: no limit, but each appointment has end date
- RB V-17, APM 280

Adjunct Professor Appointment Criteria

- Paid appointments: open search required
- Appointment criteria:
  - Mainly research based, but regularly teaches at least 1 course/year, or:
  - Mainly teaching: must justify why a lecturer title is not appropriate
- Participates and evaluated in four areas (emphasis adjusted accordingly):
  - Teaching
  - Research
  - Professional Activity
  - Service

Adjunct Appointment Terms (Paid)

- Use rank and step of Professorial series:
    - Assistant Adjunct Prof   II-VI
    - Associate Adjunct Prof   I-V
    - Adjunct Prof   I-IX
- At least half of appointment must be funded extramurally
- Appointments at 50% or more "count" if later employed in ladder series and are treated as ladder equivalent for policy and procedure:
    - APM-025 reporting
    - Merit/promotion reviews

Adjunct Appointment/Reappointment Misc

- WOS or paid < 50% initial appointment:
    - On Paper to Dean's Office
    - CV
    - UCSB biography form
    - Dept recommendation letter
- WOS or paid < 50% reappointment:
    - On Paper to Dean's Office
    - CV (up-to-date)
    - Dept recommendation letter
- Paid appointments at 50% time or more that exceed one year: same as ladder rank faculty, i.e. done via AP Folio

Adjunct Approval Authority

Action	Authority
> 50% for >= 1 year	Same as ladder rank faculty (RB I-14)
Exceptions to State funding limits	Chancellor
<u>< 50% or < 1 year:</u>	
Assistant appt, reappt, merits	Dean
Associate/Full reappt, merits	Dean
Associate/Full appt, promotions	AVC
Exceptions to State Funding limits	AVC

Visiting Professor

- 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
- Uses ranks of Professorial series (Assistant, Associate, Full), salary is negotiated but can not be below minimum for rank; in part based on home institution salary
- RB II-28, APM 230

Visiting Appointment Criteria and Terms

- Participates in four areas (emphasis adjusted accordingly):
  - Teaching
  - Research
  - Professional Activity
  - Service
- Exempt from open recruitment requirements IF true visitor
  - Special programs require open search (e.g. Math/Stats VAP)
- Service counts if later appointed in ladder series
- Two-year consecutive maximum
- Appointments and reappointments done on paper

Visiting Professor Approval Authority

Action	Authority
Appointment up to 6 consecutive quarters	Dean
Reappointment beyond 6th quarter	AVC
<u>If appointee has no prior comparable academic appointment?</u>	
Initial Appointment	AVC (w/CAP review)
Reappointment up to 6 consecutive quarters	Dean
Reappointment beyond 6th quarter	AVC

Continuing Educator

- 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 PaCE only
- Rank (I-III) depends on scope of program and level of independence
- Approval authority for all actions: AVC of Academic Programs
- Job Codes: salary scales table 31
- RB II-24, II-25, APM 340

Guest Lecturers / Short Term Teaching

- Not already a UC employee:
  - Service less than two weeks; not instructor of record
  - Paid honorarium through Form 5
- UC employee from other campuses:
  - Intercampus one-time payment form
- UCSB employee:
  - Check current status; check with AP on appropriate title to use
  - Make sure the payment is allowed
- Foreign guest lecturers:
  - Ensure proper visa status to allow payment
- RB II-31, VI-17

Recall Teaching Faculty

- Senate or non-Senate retirees recalled to teach
- Job code: 1700
- Use Recall form on AP website
- Appointment CANNOT exceed 43% time (total)!
- Rate computation:
  - Annual rate (salary @ retirement + subsequent range adjustments)
  - Negotiated amount to be paid (e.g. $10,000 flat rate)
  - % time calculated based on above two factors
- Approval Authority: Dean
- RB I-70

Represented Titles

Represented Academic Titles

- Librarian
- Supervisor of Teacher Education
- Teacher-Special Programs
- Unit 18 Faculty
  - Pre-six Lecturer
  - Continuing Appointment Lecturer

Librarians

- Covered by MOU with AFT
- Fiscal year appointments; earn vacation and sick leave
- Subject to search requirements similar to non-represented academic titles
- All personnel actions done in the Library
- University Librarian series not covered by contract
- RB V-15, APM 360

Supervisor Teacher Education

- Used only in GGSE's Teacher Education Program
- Job codes (from salary scale table 32)
  - Pre-six year: 2220
  - Continuing: 2221
- All policies and procedures the same as for Unit 18 Lecturers

Teacher-Special Programs

- Teaching non-regular classes to University or non-University students, usually on a by-agreement basis
- Job code 2460
- Does not count as a quarter of service
- Open search required if not already part of established teaching duties under a different title
- Appointment case approval authority: AVC
- RB II-18

Unit 18 Faculty

Pre-six Lecturers

Continuing Lecturers

Policies and Procedures

- Governed by Memorandum of Understanding (MOU). Red Binder is UCSB's application of MOU (AFT)
- 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
- Registered graduate students may not be appointed
- Grad Council approval required for graduate level courses
- Benefits based on appt-averaged percentage and/or 750 hours
- Layoff/RIT or grievances? Contact AP/Dean/Labor Relations

Unit 18 Faculty Action Approval Authority

Action	Authority
Pre-Six Appointments/Reappointments	Dean
Excellence Review	AVC
Continuing Appointment subsequent merits	Dean
Promotion to Sr. Lecturer	AVC
Department Workload Statement	Dean (in conjunction with AP & ELR)

Unit 18 Job Codes

	9/12	9/9
Lecturer (pre-six)	1630	1632
Pre-Six Supplemental Assignment	1648	1649
Continuing Appointment Lecturer	1631	1633
Continuing Appointment Senior Lecturer	1641	1643
Temporary Augmentation	1652	1653

Workload

- Percent time based on departmental workload standards
- IWC = Instructional Workload Credit
- 3.0 IWC = full time for one quarter
- Changes to workload statement must be vetted by the union and approved by the Dean
- Each department's workload statement is posted publicly on AP website

Workload Examples

- 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 200 students enrolled = 1.25
  - Team teaching (two lecturers) = 0.67

- C. Other equivalencies:
  - Administration of placement exam= 0.25
  - Curriculum development= 0.50

Pre-Six Lecturers

Lecturer (years 1-6)

- aka pre-six, or Unit 18 faculty
- 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
- RB II-1, II-2, II-3, II-4, II-12, MOU

Lecturer Appointments: Procedure

- Open recruitment required (RB VII-1, VII-5) for initial appt
- Appointment process/paperwork (RB II-12 checklist)
  - Departmental request (use form under Forms page on AP website)
  - UCSB biography form and CV (for initial appointment)
  - Teaching Assessment or Teaching Effectiveness Review
  - Be sure to include:
    - Search information (JPF # and year)
    - # of quarters of prior service in *your* dept (not including the current one)
    - Salary Point at last appointment in *your* dept
    - Info about other concurrent employment at UCSB or any other UC campus
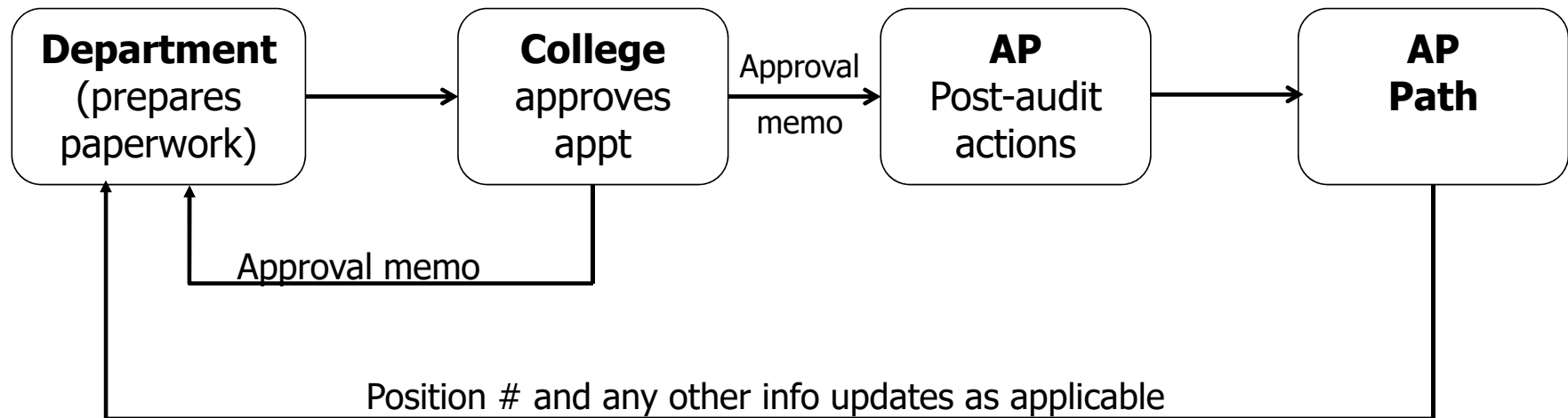
Lecturer Appointments: Terms

- May be employed up to 18 quarters in the same department
- 1 year initial appointment, followed by 2-3 year reappointments
- Any percentage time counts as a quarter
- Can hold various appointments simultaneously
- Assessment/review prior to each reappointment
  - Increases at reappointment (1 salary point standard)
- Must be paid on scale (Table 15)

Lecturer Appointments: Considerations

- Multiple appointment considerations
- Appointment averaging required for 9/12, may also come into play for concurrent 9/9 assignment
- If employed 100% in another title, percentage should be reduced to accommodate lecturer appointment
- Monthly/Bi-weekly pay schedule – consult AP!
- Without salary appointments (_Educator_ WOS, **not** Lecturer WOS!)
  - In conjunction with other paid appointment OR stand-alone (true volunteer)
  - Do **NOT** use Lecturer form– use free-form department memo!
  - CV, UCSB Bio, teaching evals still required
  - RB II-33

Lecturer Appointments: Post-Audit workflow

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┌─────────────┐        ┌─────────────┐  Approval  ┌─────────────┐        ┌─────────────┐
│ Department  │        │   College   │            │     AP      │        │     AP      │
│  (prepares  │ ─────▶ │  approves   │ ─────────▶ │  Post-audit │ ─────▶ │    Path     │
│  paperwork) │        │    appt     │   memo     │   actions   │        │             │
└─────────────┘        └─────────────┘            └─────────────┘        └─────────────┘
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Approval memo

Position # and any other info updates as applicable

Continuing Appointment Lecturers

Continuing Lecturer: Terms

- Eligible after 18 quarters of service
- No end date to appointment
- No search required at time of transition
- Excellence Review conducted to establish continuing status
- RB II-1, II-8, II-9, II-10, II-11, II-14, MOU

Excellence Review

- Takes place during 17th quarter (usually)
- Must be found "excellent" in teaching
- Two salary-point increase
- Criteria: demonstrated excellence in:
    - teaching
    - academic responsibility
    - other assigned duties
- Departmental review must be by committee, to include Unit 18 if at all possible
- Senate faculty vote and dept recommendation

Excellence Review, cont'd

- Completed in AP Folio
- Contact AP office first, to create case parcel!
- Documents to include:
  - Department Letter of Recommendation, *incl base FTE info*
  - Teaching self-assessment
  - ESCIs/written student comments
  - Letters of evaluation, external or internal
  - CV
  - Safeguard statement
  - Other materials the individual wishes to include
- RB II-9, II-14

Subsequent Merits & Promotions

- Eligible for merit review every three years
  - At least 2-point salary increase if excellent
  - Increases must be expressed in points on the scale
- Promotion to Senior Continuing Lecturer:
  - Eligibility Timing: minimum service/advancements as Cont. Lect. apply
  - Requires "Exceptional" performance
  - At least 3-point salary increase

Base FTE

- Annual workload request and approval (via Forms on AP site)
- Increase in base FTE
  - Temporary or permanent augmentation
    - If temporary: separate appointment (job code) in UCPath
    - If permanent: part of base FTE, subject to RIT limitations
    - Same temp augmentation for 3 consecutive years? Becomes permanent.
- Decrease in base FTE
  - Involuntary reduction in time or layoff
    - Notification requirements: contact AP, College, or Labor Relations
  - Voluntary reduction in time
    - Must be submitted in writing; dept not obligated to accept
    - Must meet dept needs and fit workload requirements
    - Work with College and notify AP

Reminders for Unit 18 Faculty Appts

- <u>UN</u>check the "end job automatically" box for pre-six appointments, especially if 9/12
- Pay attention and make note of any concurrent appointments (whether at UCSB or other UC) and fill out appropriate section
  - If from another UC campus– submit intercampus MLA form
- Timing of post-audit flow, esp between appointment approval and UCPath updates
  - Questions? Start with AP analyst

Questions?