

# 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)



# Academic Coordinators

(RB V-1, APM 375)

- 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**

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

# 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

Adjunct Professors

- 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 can not 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

NSF

- 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

NSF

- 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

Lecturers, years 1 - 6

- 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

Lecturers, years 1 - 6

- 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

Lecturers, years 1 - 6

- No merit process
  - 10<sup>th</sup> quarter increase
  - Increases at reappointment
- Lecturer vs. Sr. Lecturer
- Must be paid on scale
- 9<sup>th</sup> 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)

	<u>9/12</u>	<u>9/9</u>
Lecturer (Pre-6 <sup>th</sup> )	1630	1632
Senior Lecturer (Pre-6 <sup>th</sup> )	1640	1642
Continuing Appt. Lecturer	1631	1633
Continuing Appt. Sr. Lect	1641	1643
Temporary augmentation	1652	1653

**Table 17  
NON-SENATE FACULTY (NSF) UNIT 18  
PRE-SIX YEAR LECTURERS AND SENIOR LECTURERS  
STANDARD TABLE OF STARTING SALARIES\***

	Salary Scale JULY 1, 2016			Salary Scale JULY 1, 2017		
	Annual	Monthly	1/3 Monthly	Annual	Monthly	1/3 Monthly
<b>Minimum: Pre-Six Lecturer</b>	52,069	4,341.58	5,130.78	53,402	4,450.17	5,339.58
	53,402	4,450.17	5,339.58	54,735	4,559.58	5,450.00
	54,735	4,561.42	5,450.00	56,108	4,675.00	5,570.00
	56,104	4,676.33	5,570.00	57,507	4,792.25	5,699.07
	57,507	4,792.25	5,699.07	58,945	4,912.08	5,840.44
	58,945	4,912.08	5,840.44	60,419	5,034.92	5,993.22
	60,419	5,034.92	5,993.22	61,930	5,160.33	6,157.11
	61,929	5,160.33	6,157.11	63,478	5,289.93	6,337.11
	63,477	5,289.75	6,337.00	65,064	5,422.00	6,529.33
	65,065	5,422.08	6,529.44	66,689	5,557.07	6,723.22
	66,680	5,557.50	6,723.00	68,358	5,696.50	6,929.33
	68,357	5,696.42	6,929.22	70,069	5,839.83	7,147.11
	70,067	5,839.82	7,147.22	71,819	5,987.42	7,377.99
	71,818	5,984.83	7,378.78	73,614	6,139.50	7,621.33
	73,614	6,134.50	7,476.33	75,455	6,297.02	7,889.99
	75,455	6,297.02	7,889.99	77,342	6,459.17	8,174.99
	77,341	6,445.08	8,174.44	79,275	6,626.25	8,500.33
	79,275	6,608.25	8,500.33	81,257	6,798.42	8,889.99
<b>Minimum: AY Pre-Six Sr. Lecturer</b>	81,258	6,771.50	8,228.87	83,280	6,949.83	8,344.44
	83,287	6,949.58	8,344.11	85,370	7,114.17	8,535.58
	85,368	7,114.00	8,535.33	87,533	7,281.02	8,742.99
	87,535	7,292.08	8,742.78	89,769	7,451.42	8,965.99
	89,691	7,474.25	8,965.87	91,034	7,661.17	9,214.99
	91,932	7,661.00	9,214.67	94,231	7,862.58	9,470.11
	94,230	7,852.50	9,470.00	96,588	8,048.83	9,731.78
	96,586	8,049.00	9,732.00	99,003	8,259.25	9,990.33
	99,004	8,259.33	9,990.44	101,480	8,495.87	10,276.99
	101,477	8,496.42	10,276.22	104,014	8,667.83	10,557.11
	104,016	8,668.00	10,557.33	106,617	8,884.75	10,849.33
	106,615	8,884.58	10,849.11	109,281	9,108.75	11,142.33
	109,279	9,108.58	11,142.11	112,011	9,334.25	11,447.67
	112,012	9,334.33	11,447.78	114,813	9,561.75	11,757.00
	114,813	9,561.75	11,757.00	117,684	9,797.00	12,079.00
	117,683	9,796.92	12,076.99	120,628	10,051.17	12,402.99
	120,624	10,052.00	12,402.87	123,640	10,303.33	12,737.78
	123,641	10,303.42	12,737.89	126,733	10,561.08	13,081.44
	126,729	10,560.75	12,801.00	129,899	10,824.93	13,433.11
	129,899	10,824.92	13,433.22	133,147	11,095.58	13,794.11
	133,147	11,095.58	13,794.11	136,478	11,373.00	14,164.00
	136,475	11,372.92	14,163.99	139,887	11,657.25	14,543.00
	139,888	11,657.33	14,543.11	143,368	11,948.83	14,931.78
	143,365	11,948.75	14,931.87	146,970	12,247.50	15,330.00
<b>Maximum: Pre-Six Lecturer/Sr. Lect.</b>	146,970	12,247.50	15,330.00	150,645	12,553.75	15,738.33
	150,644	12,553.87	15,738.22	154,411	12,867.58	16,159.78
	154,409	12,867.42	16,159.58	158,270	13,189.17	16,595.58
	158,270	13,189.17	16,595.58	162,227	13,518.92	17,026.22

\*These rates are intended as a guide for setting salaries for newly-hired Pre-Six Unit 18 NSF in the above-referenced titles only. Any salary adjustments for Unit 18 Pre-Six and Continuing NSF are governed by their MOU.

Please refer to Table 15 for minimum and maximum annual salary ranges for the above-referenced titles.



# 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 17<sup>th</sup> 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

## 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