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
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: Specialized program with small staff OR single program serving single constituency</td>
<td>Moderate complexity: Multidisciplinary program with a moderately-sized staff OR single program serving multiple constituencies</td>
<td>Substantial complexity: Single, highly specialized academic unit with a large staff OR collection of programs serving multiple constituencies</td>
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<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>
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<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>
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</table>
Academic Coordinators

Appointment and Advancement

• 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
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
Adjunct Professor

**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
Adjunct Professor

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
Adjunct Professor

**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
Adjunct Professor

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 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
Visiting Professor

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
## Continuing Appointment Lecturer

### Conditions and Policies

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

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</table>

*For salary ranges within this table, see Table 15. Listed below are the 7th/10th minimum annual salaries for Pre-6th NSF sites.*
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
Continuing Appt Lecturer

**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
Continuing Appt Lecturer

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
Continuing Appt Lecturer

**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