



TEACHING TITLES WORKSHOP

January 21, 2021

Teaching and Temp Titles

- Unit 18 Temporary Lecturer
- Concurrent Employment
- Adjunct Professors
- Other Temporary and Teaching Appointments
- Recall Faculty
- Misc Reminders

Unit 18 Lecturer Appointments

- Search info (make sure you have an approved search report!)
- # of quarters of prior service – in your dept, *not* including current qtr
- Up-to-date salary:
 - Any applicable range adjustments (check the salary scale!)
 - Merit-based increases (with Dean's approval!)
- Correct job code and corresponding pay basis
- Position Number
- Concurrent appointment information (if applicable)
- Call your College analyst if you have any questions!

Concurrent Appointments

- Always double check first:
 - Ask them!
 - CV and/or UCSB Biography Form
 - UCPATH: Person Org Summary
 - Check with AP office
- Annotate this on Lecturer Appointment Form
- Obtain primary appointment details from other department
 - This may drive data in Lecturer Appointment Form (e.g. pay basis)
- Possible further coordination needed to avoid, e.g. > 100% FTE

Concurrent Appt – other UC

Concurrent employment is on another UC campus

- Same details/provisions as in previous slide
 - Annotate on the appointment form
 - Obtain appointment details from home campus
- Fill out Multi-Location Appointment Form and submit to AP
- Lecturer Appointment Form to Dean's office as usual
- Open search still required!

Unit 18 Pay Basis + Job Code

**9/12 pay basis
1630 job code**

If initially
appointed to teach
3 quarters (FWS)

If initially
appointed to teach
1 or 2 quarters,
and 3rd quarter
added BEFORE
Fall starts

**9/9 pay basis
1632 job code**

If initially
appointed to teach
only 1 or 2
quarters

If initially
appointed to teach
1 or 2 quarters,
and 3rd quarter
added AFTER Fall
starts

Caveat!

- If holding primary appointment in another department/campus:
 - Pay basis must match primary appt (e.g. 9/12 even if only 1 quarter)
 - Pay frequency must match (e.g. BW vs MO)
- If *intent* is to appoint all 3 quarters (esp following a 9/12 appt), keep at 9/12 even if budget constraints require appointing at 1 quarter at a time.

Instructional Workload

- Assignments in appointment form must correspond to IWC equivalencies in your department's approved list
- No workload averaging across quarters. UCPath derives benefits eligibility based on appointment average (automatically)
 - Unless a given quarter $> 100\%$, then can "spill over" into subsequent quarters
- Changes to workload statement must be vetted by the union and approved by the Dean before you can start using new figures

Additional Compensation

During the Summer:	During the Academic Year:
<ul style="list-style-type: none">• Only if 9/12 employee• Must have active appointment the following Fall (e.g. to get M'21 summer comp, must have active F'21 appt starting 7/1/21)	<ul style="list-style-type: none">• If outside normal duties (e.g. fits criteria for FCA or HON payments)• Otherwise, must be paid as IWC (i.e. part of regular appt)

Bottom Line: don't promise payments without consulting AP first!

Additional Comp Examples

- 9/12 Lecturer does research over the summer
 - 1/9 Research title, during summer only
- 9/12 Lecturer does curriculum development over the summer
 - 1/9 Lecturer title, during summer only
- Lecturer does online course development or student mentoring during academic year
 - Teaching-related activities, therefore:
 - Part of regular lecturer appointment, paid according to IWC
- French Lecturer translates documents for History department
 - Meets criteria for one-time payment?

Unit 18 Milestones/Timeline

- 9th quarter: mentoring meeting
- 10th quarter: salary increase (if not already given prior)
- Other salary increases: provide justification, get Dean's approval first!
- 18th quarter: Excellence Review. Submit case to college at the beginning of the 18th quarter *pay period*.

Reminders for Unit 18 Lecturer Appts

- UNcheck 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 MLA form
- Timing of post-audit flow, esp between appointment approval and UCPath updates
 - Questions? Start with AP analyst

Excellence Review

- Contact AP analyst first to create case parcel in AP Folio
- External Letter Writers
 - Who should write? (see RB II-10)
 - Candidate materials– remain consistent
 - Do not send ESCIs/student comments
- Establish base FTE– justify if needed
- Normative 6% salary increase
 - Anything above must be *justified* and in 3% increments (e.g. 9%, 12%)
- Subsequent merits: every 3 years. May only defer 1 year each review

Adjunct Appointments

- Must meet definition of Adjunct Professor per RB V-17:
 - Predominantly engage in research and participate in some teaching
OR
 - Contribute to teaching and have limited responsibility for research or other creative work
- Paid appointments require open search
- Funding restrictions (< half of appt allowed on state funds)

WOS Adjunct Appointments

- **Criteria:**
 - Main affiliation must be elsewhere (outside UCSB)
 - Teaching and research duties (per RB V-17)
- **Current UCSB employees? See WOS matrix for appropriate title**
- **What about faculty who depart UCSB?**
 - Not needed unless they perform required duties of the title
 - Grad Div allows separated/retired faculty to continue to serve on committees
 - OR allows use of Research Associate title to continue to maintain grants
- **No open search needed**

Academic Coordinators

- Eligible for review every 2-3 yrs (dep on rank). *Cannot* be deferred!
- Promotions: only if significant change in program scope/complexity
- Merits: change in step, or increase in O/S if at top step
- **Additional Compensation:**
 - During Summer: only if AY (9/12) employee
 - During academic year or FY employee: as additional job if < 100%
 - Don't promise payments without consulting AP first!

Educator WOS

- Note: this is not called “Lecturer WOS”
- Do not use the AP Lecturer appointment form!
- Submit:
 - Free-form department memo (include position #)
 - Include justification for why a WOS is appropriate
 - CV, UCSB Biography Form
 - Any other forms relevant to appointment as instructor of record
- Final approval authority: AVC (via Dean)

Teacher-Special Programs

- Non-regular classes to students and non-students
- Paid on a part-time, BYA basis
- Open search required
 - Unless work is specified as part of their existing position's job duties
- Not a form of additional compensation
- RB II-18

Recall Teaching Faculty

- Total recall appointments (teaching + research) cannot exceed 43%
- Rate computation:
 - Annual rate (salary @ retirement + subsequent range adjustments)
 - Negotiated “flat rate” amount to be paid
 - % time calculated based on above two factors
- Feel free to verify RA'd salary computation with AP

Recall Teaching - Example

- Professor Danvers retired on 6/30/18 at a salary of \$136,000
- She is being recalled to teach Spring 2020 for \$10,000
- Salary Computation (round to nearest 100):
 - Apply 7/1/18 (4%) and 10/1/19 (5.33%) RAs → **\$148,900**
 - $\$148,900 \div 9 = \$16,544.44$ per month
- FTE Computation:
 - Pay dates are **4/1/20 – 6/30/20 = 3 months**
 - $16,544.44 \times 3 = 49,633.32$
 - $10,000 \div 49,633.32 = \mathbf{0.2015}$

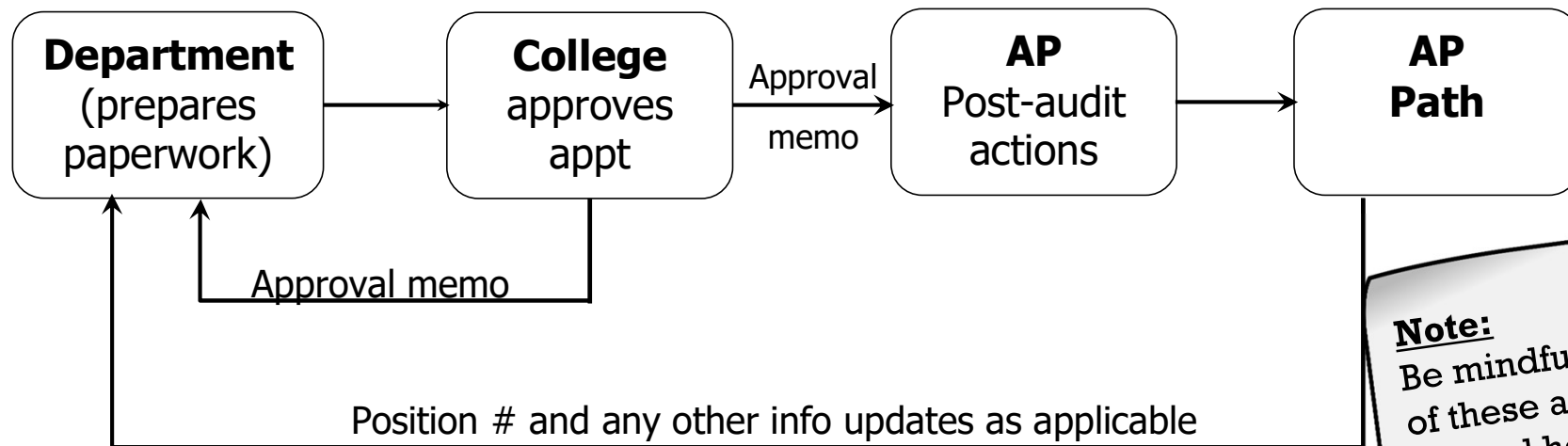
Recall Teaching Example, cont'd

- What if Professor Danvers simultaneously held a Research Recall appointment?
 - At 10% ?
 - At 25% ?
- What if Professor Danvers' s ranged salary was \$60,000?
 - Can the department still pay her \$10,000? Why or why not?

Recruitment Reminders

- See “Review Guidelines for Lecturer and Research Title Pools” on our Resources page:
<https://ap.ucsb.edu/resources.for.department.analysts/recruit/>
- Keep applicant statuses up to date as they move along and are even hired. Should reflect real-time status updates.
- Make sure search report is approved prior to submitting appt case
- Be mindful of potential conflicts of interests (e.g. search committee members providing reference letters for applicants)

Lect Appt Post-Audit workflow



Note:
Be mindful of timing of these actions, esp around holidays and for 9/12 appointees (= earlier pay period start dates)

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