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)

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

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

<table>
<thead>
<tr>
<th>During the Summer:</th>
<th>During the Academic Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Only if 9/12 employee</td>
<td>• If outside normal duties (e.g. fits criteria for FCA or HON payments)</td>
</tr>
<tr>
<td>• Must have active appointment the following Fall (e.g.</td>
<td>• Otherwise, must be paid as IWC (i.e. part of regular appt)</td>
</tr>
<tr>
<td>to get M’21 summer comp, must have active F’21 appt</td>
<td></td>
</tr>
<tr>
<td>starting 7/1/21)</td>
<td></td>
</tr>
</tbody>
</table>

**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

- **UN**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 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 ÷ 9 = $16,544.44 per month
- FTE Computation:
  - Pay dates are 4/1/20 – 6/30/20 = 3 months
  - 16,544.44 x 3 = 49,633.32
  - 10,000 ÷ 49,633.32 = 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

[Diagram]

**Department** (prepares paperwork) → **College** approves appt → **AP** Post-audit actions → **AP Path**

- Approval memo
- Position # and any other info updates as applicable

**Note:** Be mindful of timing of these actions, especially around holidays and for 9/12 appointees (= earlier pay period start dates)
Reminders for Unit 18 Appts

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