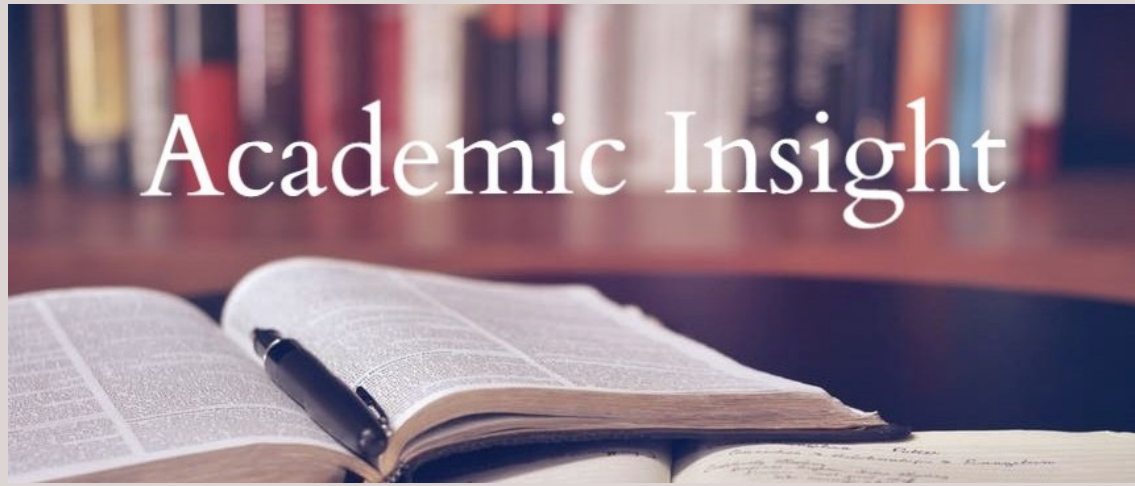


From the Office of the Vice Provost - Academic Affairs



**Your window into what's new in Academic Affairs**



**Salutations ! Saludos ! 问候 ! با درود ! تحية طيب !**  
**Welcome to Academic Affairs's inaugural newsletter,**  
***Academic Insight!***

Academic Affairs is here to lead and serve our vibrant, inclusive, and internationally

renowned academic community. Regardless of what your title or series is, you are a vitally important part of what defines UC Davis as a preeminent American university, and we would like you to get to know us better.

Our colleagues in Academic Affairs work on many initiatives year-round, but one of our most important goals is to promote diversity, success, and excellence at UC Davis through academic personnel programs, policies, and procedures. We strongly believe in the principles of **(J)ustice, (E)quity, (D)iversity, and (I)nclusion** (although we have yet to become *JEDI* masters): we conduct evidence-based research and develop best practices and policies to ensure that our academic environment promotes success and well-being, where all members of our academic community are inherently welcomed and valued as individuals, and treated with respect, dignity, fairness, and equal opportunity. In future newsletters, we will be apprising you about what we are doing in collaboration with other units across the university to achieve these goals.

We hope that this newsletter will prompt a greater interaction between our academic community and this office. Please feel **very welcome** to reach us at [acadaffairsinsight@ucdavis.edu](mailto:acadaffairsinsight@ucdavis.edu) with any feedback regarding content you would like to see addressed in future newsletters, or any questions you may have about what is in this one. We'll do our best to get back to you as soon as possible.



## Upcoming Events

### Coffee with Phil

Meet, greet, and browbeat  
(*figuratively speaking only*)  
the Vice Provost

I thought it would be enjoyable if I could meet and hear from fellow academics in a calm, relaxed environment away from Mrak Hall. So I'm going to try a pilot experiment and set up a place for anyone interested to gather on

**November 14**

*from*

**11:00am - 12:30pm**

*in the*

**Memorial Union, DiCarli Room.**



## News & Notices

### UCD Medal

Nominations for the 2019 [UC Davis Medal](#) are due **Oct 31!** Submit apps to [VP Phil Kass](#), cc: [Director Gloria Hayes](#). For more info, reach out to Director Hayes.

### COACHE Survey

Reports for 2017 are out and posted [here!](#)

I'll provide coffee, hot tea, and water. I ask you to [register for this event here](#) merely to accommodate for refreshments. This will be very informal - no prepared remarks from me, and just a pen and paper to take notes with. **No topic is off the table for discussion.** I can't promise I'll have satisfactory answers to all your questions, but if I don't I'll find someone who does. I hope to see you there, and if there's interest I'll do more of these in the future.

Best wishes,  
Phil

### UC Davis Forum

Academic Affairs &  
School of Education  
will host Dr. Marybeth  
Gasman on

[November 29, 2018](#)  
[from 3-5:30pm at the](#)  
[SCC, MPR](#)

to discuss "The Five  
Truths about Faculty  
Recruitment, Race &  
Diversity."



## A Glimpse of What We Do

Academic Affairs supports a multitude of programs and initiatives to support all academics. As we begin the academic year, we want to highlight Step Plus.

### STEP PLUS: Academic Advancements

A new academic advancement season is upon us, and we are now in Year 5 of the Step Plus program. Once this year is completed, Academic Affairs will be helping the Academic Senate to do a comprehensive review of the program, with an eye towards making improvements following broad consultation with the campus. While we know from our [2017 COACHE survey results](#) that many of us welcome the benefits that STEP PLUS brings, there are parts of it that are still not fully understood by the campus. We invite you to review how the program works through our [STEP PLUS toolkit](#), and [STEP PLUS FAQ page](#). With that, there are a few things your colleagues in Academic Affairs wanted you to keep in mind:

1. All academics are evaluated for 1.0, 1.5, and 2.0 steps. It is not necessary nor encouraged for a candidate to request one of these outcomes. The department recommendation will be the highest outcome that has a 50% or greater vote.
2. Each Academic Senate and Academic Federation title has criteria by which candidates are evaluated under Step Plus. On the webpage above you will find links to "Guidelines for Advancement - Senate" and "Guidelines for

and links to "Guidelines for Advancement - Senate" and "Guidelines for Advancement - Federation." Familiarize yourself with your own criteria for evaluation.

3. Normative advancement is 1.0 step, and requires excellence in all criteria.  
**This is the most common outcome for actions on our campus.**
4. Having a truly "outstanding" record in one or more of the criteria since the last advancement can lead to recommendations and a decision for one or two additional half-steps. Departments votes should clearly indicate which criteria are "outstanding," and hence warrant additional half-steps. Remember that "outstanding" means to stand out from others, and a convincing case needs to be made to reviewing bodies for this to be recognized.
5. There are no longer any advancements in time ("accelerations") with two exceptions: promotion to the associate and full ranks. Such accelerated actions are different than Step Plus actions, and the most someone can accelerate is 1.0 step.
6. It is very helpful for departments to try to come to a consensus about what distinguishes an "excellent" from an "outstanding" record; ideally, this should be done this year before voting begins. Too often we hear that Step Plus guidelines are neither fully understood nor uniformly applied.

If you have additional Step Plus questions, your first line of recourse should be your department or dean's office personnel analyst, because they best understand your own college's / school's practices. We work closely with them to have all questions answered as rapidly as possible.

## More ASMD for Birth Mothers





Following a technical revision to APM 760, birth mothers may now take two additional quarters of **Active Service Modified Duties (ASMD)** *following* the quarter of childbearing leave (for a total of three affected quarters or two semesters). This is **effective immediately**, and will be retroactive at UC Davis to those whose children were born anytime during the 2017-2018 academic year. Please see our webpage for more details about [Academic Work Life](#).

## REMINDER - Religious Accommodations for Students



[PPM 210-50, Religious Accommodation](#), went into effect in August 2017. Under this policy, instructors are reminded that the University accommodates requests for alternative examination dates, **without penalty**, at a time when the activity would not violate a student's religious creed. This also applies to other critical class activities that will contribute towards a student's grade. Both students and instructors are expected to work in good faith to find a mutually agreeable resolution to the scheduling conflict.





# Outside Activities Tracking System

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The UC Office of the President has endorsed, along with many of our sister campuses, a new online program, Outside Activities Tracking System (OATS), to submit, track, and approve outside professional activities as required by Academic Personnel Manual (APM) [025](#) and APM [671](#). Both Conflict of Commitment and Outside Activities of Faculty Members policies require prior approval for Category I activities and an annual report of all outside activities for each a the fiscal/academic year. UC Davis will be one of the first campuses to implement OATS, tentatively scheduled for mid-November of this year. We believe OATS will help our academic community better understand what's required by policy, make submission and approvals run more smoothly, and provide efficiency for the annual reporting and record keeping processes. We'll be sharing more information very soon, including specific in-person sessions for orientation to OATS.

As a reminder, all faculty and CE Specialists at UC Davis are required to comply with these policies. Annual reports for 2017/18 are due **November 1, 2018** and should be prepared and submitted through the existing system, Forms Online, available [here](#). When UC Davis moves to the new program, OATS will be available [here](#), under the "Tools" section of the Academic Affairs website. For more information about OATS from a systemwide perspective, read [here](#).

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## UCPATH

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In case you haven't heard, UC Davis is getting a new online system to replace our very old and outdated payroll and personnel system (PPS). The new system, UCPATH is an online tool to bring together human resources, academic personnel, benefits and payroll services for more than 200,000 UC employees. UCPATH enables us to enhance the user-experience and how we handle business with upgraded technology, standardized processes and shared services. UC Davis plans to go live with the new system in March, with the first UC Path paychecks issued April 1, 2019. As you can imagine, many of our colleagues, including Academic Affairs team members, are working hard to ensure we are ready for this new system.

Academic Affairs is also working with colleagues in the Academic Senate and Academic Federation to create targeted informational sessions for our academic community to help highlight just how UCPATH will impact how we do things. We'll continue to share updates and opportunities to learn more about the impacts of



## One of our recent success stories ...



Prof. Jiandi Wan, a new Assistant Professor in Chemical Engineering, and his wife, Julie, share their experience with the Capital Resource Network (CRN): "They helped us rent an apartment and the night we arrived there were inflated beds, sleeping bags, and a food basket in our empty apartment! Julie also got a job with CalSTRS with the help of the CRN's dual career services. The CRN cared about everything we needed to get settled in Davis!"

## Did You Know?





## Open Enrollment

It's that time of year again. Open enrollment begins **October 25 - November 20,**  
**closing right at 5pm.**

There are new benefits to look forward to, such as expanded benefits for [domestic partners](#), pet insurance through [Nationwide](#), and more comprehensive behavioral health benefits. Booklets with additional information will be mailed out and distributed by the end of October, with more information [available online](#).

For more information, see material online or [attend one of eight open enrollment drop-in counseling sessions](#) from Health Care Facilitators to help you navigate your options.

## Policy Update







Issued by Provost and Executive Vice President Michael Brown, the following revised sections of the Academic Personnel Manual (APM) are effective October 1, 2018. Campuses will have until July 1, 2019 to fully implement this revised suite of policies referred to collectively as the "[LSOE Policies](#):"

- [APM Section 285](#) Lecturer with Security of Employment Series
- [APM Section 210-3](#) Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment Series
- [APM Section 133](#) Limitation on Total Period of Service with Certain Academic Titles
- [APM Section 740](#) Leaves of Absence/Sabbatical Leaves
- [APM Section 135](#) Security of Employment
- [APM Section 235](#) Acting Appointments



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