

A large, blue-tinted image of the UC Davis water tower, featuring the university's name on its spherical tank, serves as a background for the left side of the slide.

UCDAVIS

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WELCOME TO

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# Navigating Family and Career in a Pandemic

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**Faculty Bag Lunch**  
**January 13, 2020**

**UCDAVIS**  
ACADEMIC AFFAIRS

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# Panel

- Phil Kass – Vice Provost, Academic Affairs
- Lisa Tell – Professor & Chair of the Academic Senate Committee on Academic Personnel
- Sandy Bachelor – Coordinator, WorkLife, Human Resources
- Diane Wolf – Professor, Faculty Work Life Advisor, & Facilitator of Faculty Parent Support Group
- Tamara Swaab – Professor & Work Life Advisor
- Rob Starkey – Director, Academic and Staff Assistance Program (ASAP)

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# Agenda

- Faculty Advancement
- Resources and support for those with family obligations
- Self-care and supporting others

# Faculty Advancement

Remarks from  
Phil Kass,  
Vice Provost Academic Personnel



# **UC Davis Merit and Promotion Process: Special Considerations due to COVID-19**

**Lisa A. Tell**  
**Chair, Committee on Academic Personnel**  
**Academic Senate**





## COVID-19 (and California Wildfires)

- Have disrupted and impacted people's lives in so many ways
- Merit and Promotion Process
  - Standards of excellence still need to be met for merit and promotion, but recognition of challenges is imperative
  - Faculty are working extremely hard to balance new and unplanned demands
  - If a faculty member had a historically strong record in research, teaching, and service this will be taken into consideration
  - Context of previous activities or canceled events will be considered when evaluating dossiers

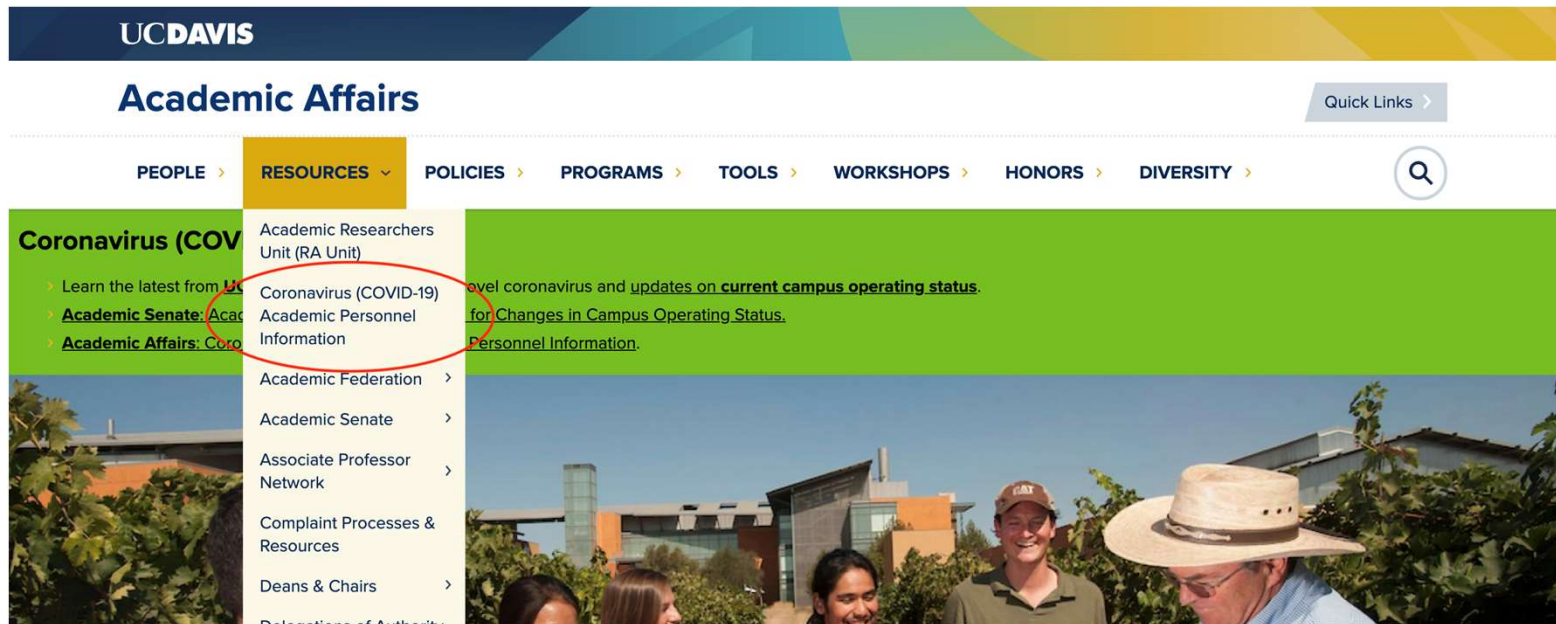
## Evaluating a Dossier

- **Looking for a reasonably balanced record**
- **COVID Circumstances:** Evaluate **extenuating circumstances** in the face of COVID; compare to record of previous activities
- **APM Guidelines** for promotion or high-level merits (P6, AS) will still need to be followed





# COVID-19: Letter from Provost & EVC Mary Croughan and Senate Chair Richard Tucker (Oct 2021)



The image shows a screenshot of the UC Davis Academic Affairs website. The top navigation bar includes the UC Davis logo and the text "Academic Affairs". Below this is a "Quick Links" button and a search icon. A main navigation menu lists categories: PEOPLE, RESOURCES, POLICIES, PROGRAMS, TOOLS, WORKSHOPS, HONORS, and DIVERSITY. The "RESOURCES" menu is expanded, showing a list of links. A red circle highlights the "Academic Personnel Information" link. Below the navigation menu is a banner image of several people outdoors, with a green overlay containing text about COVID-19 updates.

**UC DAVIS**

## Academic Affairs

Quick Links >

PEOPLE > **RESOURCES** > POLICIES > PROGRAMS > TOOLS > WORKSHOPS > HONORS > DIVERSITY >

**Coronavirus (COVID-19)**

- > Learn the latest from [UC](#)
- > **Academic Senate: Academic Personnel Information**
- > **Academic Affairs: Coronavirus (COVID-19)**

Academic Researchers Unit (RA Unit)

Coronavirus (COVID-19) updates on [current campus operating status](#).

Academic Personnel Information

Academic Federation >

Academic Senate >

Associate Professor Network >

Complaint Processes & Resources

Deans & Chairs >

Delegations of Authority



# COVID-19: Letter from Provost & EVC Mary Croughan and Senate Chair Richard Tucker (Oct 2021)

## COVID-19 Related Advisories and Orders Academic Personnel

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The following dropdown menus contain COVID-19-related guidance.

- > **Provost/EVC Croughan and Senate Chair Tucker – Update on Academic Personnel Issues – updated 10-21-2020**
  - > **UCOP Academic Personnel and Programs - Academic Personnel FFCRA Leaves Guidance - updated 11-16-2020**
  - > **UCOP Academic Personnel and Programs - Temporary Telework Overseas FAQs- 10-07-2020**
  - > **UCOP EVP and Provost Michael Brown - Temporary Exception to APM-710 Sick Leave and Paid Medical Leave for COVID-19 - 09/10/2020**
- 



## **COVID-19: Letter from Provost & EVC Croughan and Senate Chair Tucker (Oct 2021):**

***Highlight and fully explain the circumstances that have affected the faculty member. Personal details need not be disclosed, but information on causes (e.g., COVID-19, California wildfire events, caring for a sick family member, illness, loss of a home) that contextualize the circumstances will be helpful.***



## COVID-19

- Talk about the **type** and **magnitude** of **impacts** on a faculty member's research, teaching, or service.
- Candidate (ideally) or department chair should compare **current activities** in context to previous activities
- List events that were scheduled to happen but re-scheduled due to COVID.
- Ongoing challenges: looking for evidence of **new activities, innovation**, etc.



## **COVID-19: Extensions/Exceptions (2020-2021 academic yr)**

- **Deadline for submission of materials**
  - Any recommendation for 0-step increase by any reviewer allows for a request to submit any new activities or achievements between 10/1/2020 and 12/31/2020.
  - One year extension on the eight-year clock for COVID-19 related reasons can be requested
- **Instructor evaluations Winter/Spring 2020**
  - Option to exclude these evaluations

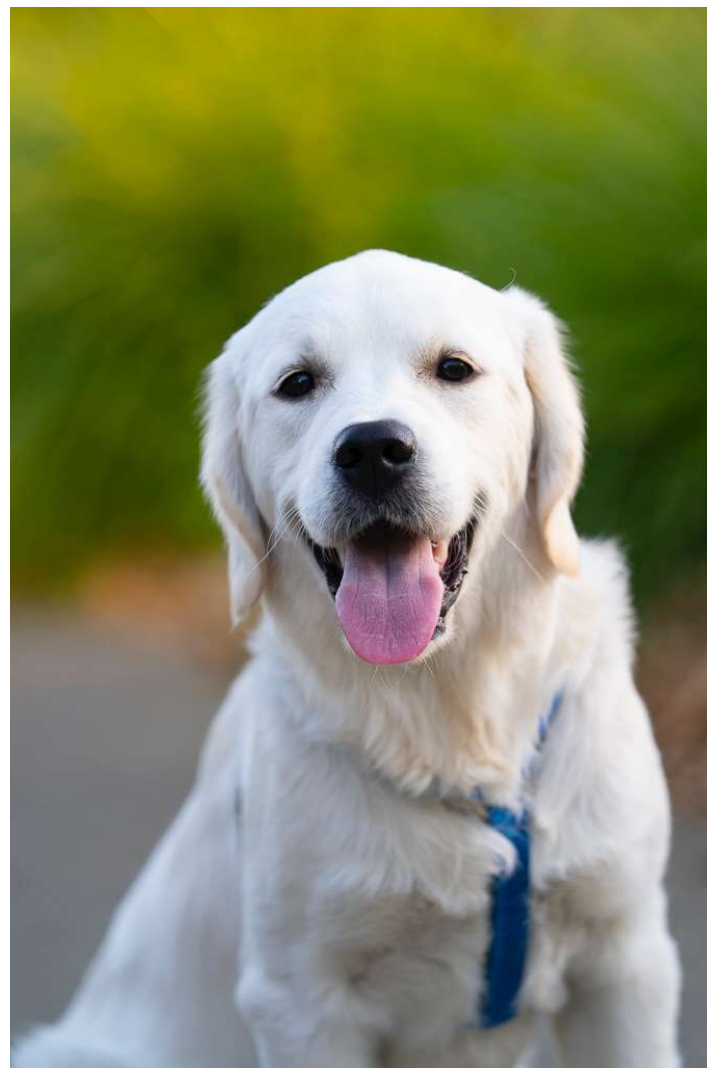


## COVID-19: Appraisals

- Appraisals will remain on normal schedule (usually during the fourth year at the Assistant Rank) in order to provide timely feedback.
- Extensions on the clock might alter the timeline for appraisals.
- A second appraisal can be requested if 2 years go by since the original appraisal and is not in the year immediately prior to the final year of being eligible to promote.

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**Questions?**

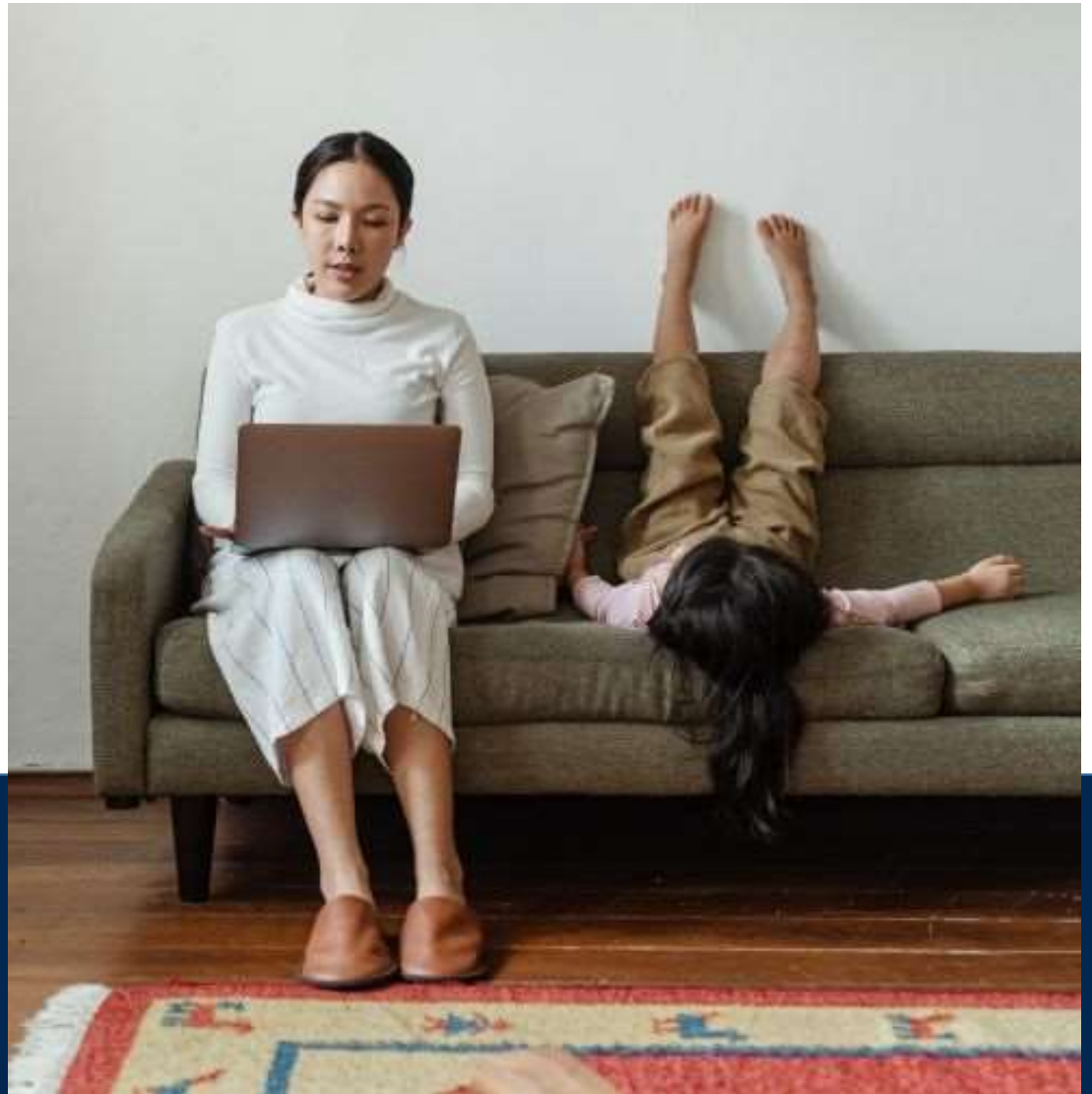


# Resources & support for those with family obligations



# Working and Parenting During a Pandemic

**Sandy Bachelor**  
**Human Resources**



# 5 Strategies for Parents Working From Home

- Be Gracious with Yourself and Your Colleagues
- Create a Dedicated Workspace
- Communicate Needs Daily
- Share and Seek Support From Your Colleagues
- Consider your Boundaries

# Boundaries

- Clocks and Walls
- Integrators vs Segmentors



# Child Care

- Babysitters & Nannies
- Child Development Centers (CDC)
- Family Child Care Homes
- After School Care



# Local Options for Child Care

- Licensed Care
- After School Programs
- Online Options



# WorkLife Resources

- WorkLife Communications
- UC Davis WorkLife Family Care [page](#)
  - Infants and Children
  - Finding Child Care
  - New Parent Support
  - Adult and Elder Caregiving
- UC Davis Child Care During COVID [page](#)
- Support Groups

# Support for Faculty Parents



**Diane Wolf**  
Professor

# Impact of COVID-19

- New demands on faculty
  - Impact on research and productivity in short-run and long-run
  - Shifts in research, teaching and service work
- Parenting during pandemic
  - Time has become rarer commodity
  - Finding family care more challenging
- Faculty Parent Survey
  - Need for additional resources to balance work and family
  - Not certain where to find support



# Faculty Parent Support Group

- Individualized support via one-on-one communication
- Regular, drop-in support group meetings each quarter. Also invited speaker on specialized topics.
- Strategize how to manage work life balance and communicate with colleagues and chairs
- Discuss what is working and what is not
- Explore ways to get what faculty parents need from department and UCD

# Faculty Parent Support Group Information

- Faculty Parent Support Group [website](#)
- Winter 2021 schedule
  - January 14, 12-1 pm
  - January 27, 12-1pm
  - February 12, 12-1 pm
  - February 22, 12-1 pm - **Special Guest Kelly Twibell - Parenting in a Pandemic: Strategies for Faculty Parents**
  - March 10, 12-1 pm
- Contact Diane Wolf for information or one-on-one consultation:  
[dlwolf@ucdavis.edu](mailto:dlwolf@ucdavis.edu)

# Faculty Work Life Advisors



**Tamara Swaab**  
**Professor**

# Faculty Work Life Advisors

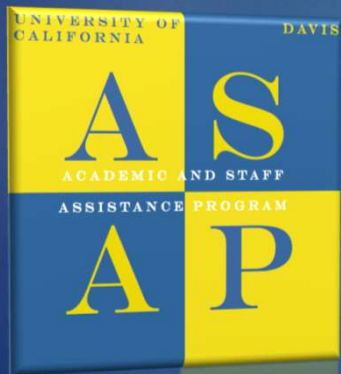
Advisors represent a variety of academic units and serve as ambassadors to academics about academic work life programs and policies.

Documents created by the Advisors:

- [Advice for Managing Instruction While Supporting Family Commitments](#) (March 29, 2020)
- [Family Friendly Practice Recommendations for Academic Departments](#) (June 12, 2020)

# Self care & supporting others

# Self Care and Supporting Others



**ROB STARKEY, PSY.D.**

**ACADEMIC AND STAFF ASSISTANCE PROGRAM**

**UNIVERSITY OF CALIFORNIA, DAVIS**

# What is ASAP?

ASAP is your employee assistance program

- ▶ Free
- ▶ Confidential
- ▶ On-site usually/phone/zoom
- ▶ Voluntary

# Who are we and who do we serve?

- ▶ We are a small, but mighty, group of mental health professionals.
- ▶ We serve everyone who gets a paycheck from ANR and their adult family members/significant others.



# What do we do?

- ▶ Assessment and problem definition
- ▶ Brief individual/couples/family counseling (~5 sessions)
- ▶ Managerial and supervisory consultation
- ▶ Threat assessment
- ▶ Crisis intervention: individual or group (e.g., CISD)
- ▶ Workshops and workgroup interventions (e.g., stress management)
- ▶ Resource identification and referral
- ▶ Psychoeducational programming/training

# Working from Home

- ▶ **Keep a routine...Brush your teeth in the morning!**
- ▶ **Take breaks**
- ▶ **Set boundaries on your work hours**
- ▶ **If possible, set aside space for work that is separated from the rest of your house. Minimize distractions**
- ▶ **Use video chat/Don't use video chat**
- ▶ **Be kind to yourself/revise expectations for yourself and others.**
- ▶ **Set goals**
- ▶ **Use tools such as a white board to keep focus**
- ▶ **Maintain relationships with coworkers/staff. (No more water cooler talk)**

# Working from Home with KIDS!

- ▶ **Create a schedule for your kids.**
- ▶ **Be flexible as well.**
- ▶ **Be realistic on what you can accomplish**
- ▶ **Institute quiet time**
- ▶ **Be kind to yourself regarding screen time**

# Self-Care

- ▶ **Get good sleep**
- ▶ **Eat well and stay hydrated**
- ▶ **Exercise and stay active**
- ▶ **Social support (physical distancing yes, social distancing no!)**
- ▶ **Alone time**
- ▶ **Get out of your house**
- ▶ **Limit media consumption**
- ▶ **Control what you can control**
- ▶ **Practice gratitude/Be kind to yourself**

# Mental Health

- ▶ **What are your signs that you are struggling?**
- ▶ **Irritability**
- ▶ **Alcohol use**
- ▶ **Anxiety**
- ▶ **Relationship with family members**
- ▶ **Depression**
- ▶ **Physical signs**
- ▶ **Emotional signs**

# Do

- ▶ **Model good behavior**
- ▶ **Show empathy**
- ▶ **Keep in mind different financial, familial and living situations that people are experiencing**
- ▶ **Examine goals and revise expectations for self and others as appropriate**
- ▶ **Be flexible as a leader, in the work, and with your employees**
- ▶ **Provide opportunities for employees to connect**
- ▶ **It can be lonely at the top – connect with other in your position**
- ▶ **End meetings 5/10 minutes early**
- ▶ **Be positive and highlight wins**
- ▶ **Morale may be harder to maintain but that makes it that much more important**

# Employee Mental Health

- ▶ **Monitor employees for signs of struggling**
- ▶ **Tardiness, absenteeism**
- ▶ **Not meeting deadlines**
- ▶ **Not responding to emails or other communication**
- ▶ **Changes in mood, behavior or appearance**
- ▶ **You can ask people about their state of mind including if they are potentially at risk for suicide**
- ▶ **Refer to ASAP and normalize it**

# Academic & Staff Assistance Program (ASAP)

## Academic & Staff Assistance Program (ASAP)

Free confidential counseling  
Work-related and personal  
problems  
Management consultation

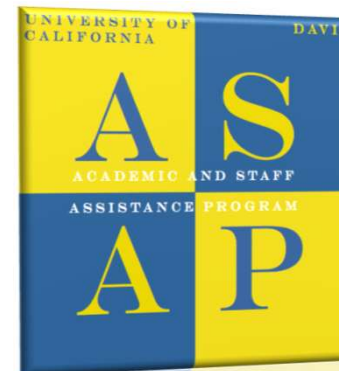
**Contact ASAP: Sharon Ree**

[Slree@ucdavis.edu](mailto:Slree@ucdavis.edu)

(530) 752-2727

**Human Resources Website**

<http://www.hr.ucdavis.edu/>





# Questions/Discussion