Department Chairs Brown Bag
June 17, 2015 Noon – 2:00 p.m.

Academic Personnel 101B
What's New in Academic Personnel

UCDAVIS
ACADEMIC AFFAIRS

Agenda

- Welcome

- Campus Budget Update

- Recruitment Updates

- Advancement Updates

- Systems Update

- General Announcements

UC DAVIS
ACADEMIC AFFAIRS

BUDGET UPDATE

Kelly Ratliff
Senior Associate Vice Chancellor –
Finance and Resource Management

Contributions to Diversity Statements

- Last year the "Statement of Contributions to Diversity" added to UC Recruit as a default document when setting up a recruitment.

- Effective July 1, 2015, all academic recruitments will require the "Statement of Contributions to Diversity" to appear as an optional document upload for applicants.

- Recruitment documents should be composed in a way that strongly encourages candidates to complete this statement.

- Any diversity statements received must be reviewed, considered and valued by the recruitment committee, regardless of whether or not every applicant submitted a diversity statement.

- Academic Affairs has a new informational webpage at http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html

- Schools and colleges may choose to make this a required document in order for an application to be considered complete.

Academic Affairs

Serving the professional Academic Community at UC Davis

Search Academic Affairs

Home | People ▾ | Your Resources ▾ | Policies ▾ | Programs ▾ | Tools ▾ | Training ▾ | Honors ▾ | Diversity & Equity ▾

Home > Diversity & Equity > Faculty Equity & Inclusion > Why Does UC Davis Seek Diversity Statements From Applicants

Why Does UC Davis Seek Diversity Statements From Applicants?

Faculty Equity & Inclusion

- Why Does UC Davis Seek Diversity Statements From Applicants
- Guidelines for Writing a Diversity Statement

Quick Links

- Academic Employment Opportunities (RECRUIT)
- Academic Personnel Manual
- Annual Call
- Attributes Chart
- Deans, Directors & Department Chairs List
- Delegations of Authority
- FAQs
- MOUs
- Salary Scales
- Step Plus System
- UCD Policy & Procedures Manual (PPM)

Academic Affairs

Fifth Floor
Mrak Hall
University of California, Davis
One Shields Avenue
Davis, CA 95616
Map

(530) 752-2072
(530) 752-6359 fax

UC Davis now has a useful new mobile app for personal safety. The "Aggie Guardian" is designed to help members of the campus community have a greater sense of safety as they move about campus. Features include:

- the ability to create a virtual safety escort;
- support for a Smart911 emergency profile;
- an icon to make 911 calls quickly;
- and the ability to text tips to the UC Davis Police Department.

This app can be downloaded for free for your Apple or Android phones.

Acclaimed for creating a welcoming environment for students from California, the United States, and countries around the world, UC Davis similarly celebrates sharing a leadership and faculty that reflects and honors the diversity of the world we live in. Through our commitments to bring the broadest possible personal and professional experiences, insights, and perspectives to our students and future colleagues, we create at our university an atmosphere of openness of expression, opportunities for exploration, pathways to academic success, personal mentoring and outreach, and social experiences that bind people of all ethnicities, genders, ages, religions, languages, abilities/disabilities, sexual orientations, gender identities, socioeconomic statuses, and countries of origin and citizenship. We accomplish this in large measure through our faculty, who are chosen for being among the most outstanding in their discipline worldwide.

UC Davis Academic Affairs is committed to providing equitable opportunities to all future and current academic appointees at UC Davis, including those belonging to groups that have been historically underrepresented in higher education, including women, ethnic minorities, differently-abled, lesbian/gay/bisexual/transgender, and others. We accomplish this through our programs, policies and practices that promote inclusive hiring practices, supportive academic environments, promoting family work-life balance programs, tools to monitor equity, resources for faculty on the merit and promotion system, and proactive retention efforts to build our diverse academic community. We also provide a number of development programs to help inform members of these opportunities and information.

We invite and welcome you to explore more about our commitments to diversity and inclusion at UC Davis at our Academic Affairs web site:

https://academicaffairs.ucdavis.edu/diversity/academic-diversity/index.html

"One of the University's goals is to promote diversity in all our endeavors, understanding that diversity of thought and perspective, as well as diversity of culture and human identity, are essential elements of the academic excellence we strive for as a leading public research institution."
– Chancellor Linda P.B. Katehi, UC Davis

Our UC Davis policies and beliefs on diversity are mirrored by those of the University of California's Academic Senate, Board of Regents, and UC President (http://regents.universityofcalifornia.edu/governance/policies/4400.html):

"The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state's history into the present. Diversity – a defining feature of California's past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.

"Because the core mission of the University of California is to serve the interests of the State of California, it must seek to achieve diversity among its student bodies and among its employees. The State of California has a compelling interest in making sure that people from

all backgrounds perceive that access to the University is possible for talented students, staff, and faculty from all groups. The knowledge that the University of California is open to qualified students from all groups, and thus serves all parts of the community equitably, helps sustain the social fabric of the State.

"Diversity should also be integral to the University's achievement of excellence. Diversity can enhance the ability of the University to accomplish its academic mission. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future leadership.

"Therefore, the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented."

Office of the Chancellor | Office of the Provost | Academic Senate | Academic Federation | UCOP | Campus & Community Relations

Questions and comments? | Privacy & Accessibility | Sitemap | Last update: August 21, 2014

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Home > Diversity & Equity > Faculty Equity & Inclusion > Guidelines for Writing a Diversity Statement

Guidelines for Writing a Diversity Statement

Faculty Equity & Inclusion

Why Does UC Davis Seek Diversity Statements From Applicants

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This app can be downloaded for free for your Apple or Android phones.

UC Davis welcomes our applicants for faculty positions to provide their own unique perspectives on their past, present, and future aspirations and contributions to promoting equity, inclusion, and diversity in their professional careers. You may have worked, for example, with members of communities or local organizations, in politics, or with university constituents like students, staff, or faculty. We respect and recognize such activities as consonant with our mission at UC Davis: to advance the human condition through improving the quality of life for all, using a framework that connects its land-grant history to a transformative vision for the 21st century.

> We affirm our abiding commitment to diversity, as represented in our community and in our perspectives, as foundational elements of our excellence. We shall celebrate our cultural and intellectual richness and be resolute in advancing inclusion and equity in our community. We promote diversity in all our endeavors, understanding that diversity of thought and perspective, as well as diversity of culture and human identity, are essential elements of the academic excellence we strive for as a leading public research institution.
>
> From: UC Davis -- A Vision of Excellence

ONE WORLD
One UC DAVIS

There are a many resourceful ways our faculty have contributed to the "One World, One UC Davis" vision. These have included:

- **Commitment** to using a faculty position to be a force of enlightenment and change by opening up opportunities to students who may have never known of the intellectual and life options that abound at our university.
- **Creation** of programs that provide access and establish a pipeline in disciplines for students in traditionally underrepresented groups.
- **Enriching** the classroom environment through exposure to new perspectives on cultures, beliefs, practices, tolerance, acceptance, and a welcoming climate.
- **Exposure** to research opportunities for individuals historically excluded from disciplines on the basis of their gender or ethnic identity.
- **Leadership** in any capacity that tangibly promotes an environment where diversity is welcomed, fostered, and celebrated.
- **Mentoring** students from traditionally underrepresented groups and at-risk students to provide the guidance needed to help ensure their academic experience is a welcoming and positive one, to promote university resources when needed for retention, and to serve as transformative role models for those who may not yet understand their real potential in an academic environment.

Chemistry
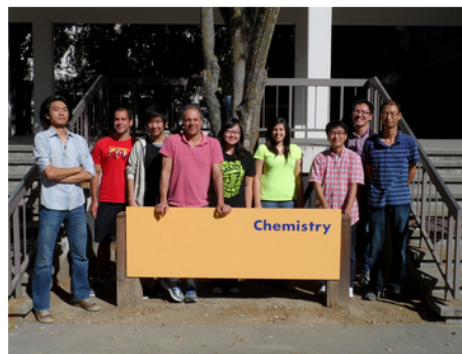
- **Outreach** to members of student clubs, private organizations, or community groups whose mission includes service, education, or extending opportunity to disadvantaged people.
- **Recognition** of the challenges members of society face when they are members of underrepresented groups, people of color, or women; or because of their religious, ethnic, or gender identities or orientation.
- **Service** that promotes inclusion by striving to dismantle barriers to people historically excluded from the opportunities that all have a right to enjoy.

Through your own Diversity Statement, you can tell us how your past and present activities have shaped your perspectives. But don't feel limited to that: if you have creative ideas for future activities that will contribute to the UC Davis' "One World" vision, please feel very welcome to share those as well, and specifically how and when you would like to implement them in our University environment.

Preliminary Interviews – Shortlist Report

Please encourage departments to include in their search plans a provision for preliminary interviews in the event they need to exercise this practice.

The process must be addressed in their approved search plan prior to accepting applications if the department anticipates the potential need to conduct preliminary interviews.

If preliminary interviews will be conducted, a Shortlist Report must be approved prior to inviting any of the applicants for a preliminary interview. For Ladder Rank searches, the preliminary interview shortlist must be approved by Associate Vice Provost Phil Kass.

Detailed steps were covered with the Dean's Office staff on May 21 and an advisory was re-issued on June 12.

Reviewing applicants who may be overqualified for lower-rank (Assistant or Associate) faculty positions

- To be compliant with fair hiring practices, the resulting appointment may not be at a different rank than that advertised.

- We offer the following opportunities for clarity in:

    - 1) setting up the recruitment,

    - 2) communicating with individuals invited for interview, and

    - 3) proposing an applicant for appointment.

- Please note that, as been our practice in the past, the Dean must consult with the VP-AA before proceeding to step 3 below. In some cases, if it becomes apparent through the search process that recruiting at a more senior level is the best course for meeting the department's academic goals, the recruitment may need to be re-advertised at a higher or open rank following an upgrade request.
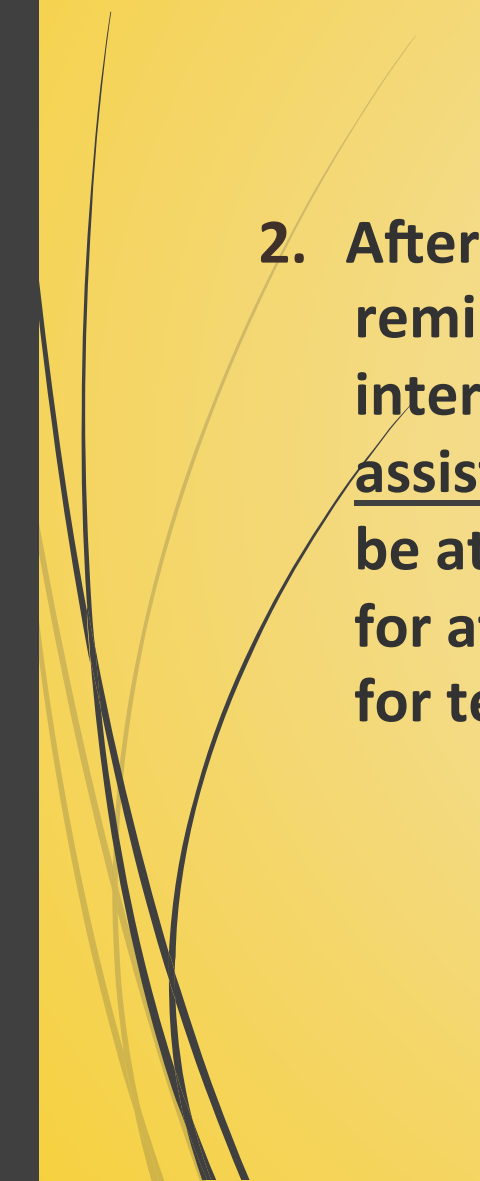
Reviewing applicants who may be overqualified for lower-rank (Assistant or Associate) faculty positions

1. Include this statement in the long advertisement and in the description field of Recruit: "This recruitment is conducted at the assistant rank. The resulting hire will be at the assistant rank regardless of the proposed appointee's qualifications." Similar language should be used for searches conducted at the Assistant and/or Associate rank.

Reviewing applicants who may be overqualified for lower-rank faculty positions

2. After the shortlist is approved, the department reminds the applicants when they invite them for an interview that they have applied for a position <u>at the assistant rank</u>. If hired, the proposed appointment will be at the assistant rank and they must be on faculty for at least one year before they may be considered for tenure.

Reviewing applicants who may be overqualified for lower-rank faculty positions

3. If the proposed appointee's qualifications are commensurate with a higher rank than that recruited, we recommend that the department include a statement in their department appointment letter that says: "We recognize that the appointee's qualifications may be commensurate with a higher rank than proposed. However, because the recruitment was conducted at the assistant rank, the appointee has been fully informed of this constraint and is proposed for that rank."

Conflicts of Interests (COI) During Searches

- Faculty must make every effort to ensure that any significant personal, academic, or professional relationships they have with a candidate do not interfere with the objective evaluation of all potential candidates, or create a perception that evaluation was not objective.

- Examples: candidates who are:
  - Former students
  - Post-docs
  - Mentees
  - Co-authors
  - Close collaborators
  - Partners in a business or professional practice
  - Personal relationship

Conflicts of Interests (COE) during Searches

- **Obligation:**
  - **Transparency.**
  - **Disclosure of the extent of the relationship.**
  - **Engage in a discussion with either the members of the Recruitment Committee, the Recruitment Committee Chair, the Department Chair, or Dean where appropriate.**

- **Actions:**
  - **Voluntary recusal from participation on Recruitment Committee or in the review/selection process.**
  - **Voluntary recusal from discussion and/or voting on candidate where COI exists.**
  - **Remaining on Recruitment Committee, but with full disclosure of COI to Committee and (if candidate is on Shortlist) the Department.**

Conflicts of Interests (COE) during Searches

- When a significant COI between faculty involved in the review and selection process with the applicants recommended for interviews, this must be communicated by the Recruitment Committee Chair to the Dean and to the Vice Provost – Academic Affairs.

- This is done *at the same time* that the Shortlist (Diversity) Report is provided to the Dean and the Vice Provost – Academic Affairs for approval.

- Recruitment Committee Chairs will be provided with a "UC Davis Faculty Recruitment Committee – Potential Conflict of Interest Disclosure" to complete for all faculty searches.

Assistant Level Recruitments

Proposed appointments at the Assistant rank:

Redelegated appointments at Step 1-3

versus

Non-redelegated appointments at Steps 4-6

Assistant Level Recruitments

In the event of prestigious fellowships and postdoc positions, which compete with a candidate's date of hire...

For a candidate with a 7/1/15 start date, who has been offered a fellowship or postdoc position at another university for their first academic year, department chairs must initially offer them a delayed start date as an alternative.

Otherwise, it is the Chair's responsibility to advise the candidate that a leave without pay may be granted, though the following advancement considerations still apply:

1. They will be eligible for their first merit after two years, which entails that they will be preparing a merit packet at the end of the first year.

2. The year of absence will still be considered towards their eight year limit.

APM UCD 285
Lecturer with Security of Employment Series

- New, completely revised UCD 285 policy in effect for 2015-16

- Includes titles: Lecturers PSOE; Sr. Lecturers PSOE; Lecturers SOE; Sr. Lecturers SOE

- Full-time (100%) appointments are Academic Senate Members*

- Appointments require a budgeted FTE commitment

- Systemwide APM 285 revisions are likely within 2 years

*Appointees at <100% time are Unit 18 Members

APM UCD 285
Lecturer with Security of Employment Series

Lecturer Potential Security of Employment

- *Potential* for excellent teaching and pedagogical innovation
- Evidence of past experience as an instructor

Senior Lecturer Potential Security of Employment

- Candidate with considerable disciplinary or professional experience
- *Potential* for excellent teaching and pedagogical innovation
- May be currently employed in a non-academic setting

Lecturer with Security of Employment

- Requires continued, demonstrated excellence as a lead instructor and educational innovator

Senior Lecturer with Security of Employment

- Must have extensive record of outstanding university teaching, demonstrated leadership and national or international recognition
- Evidence of strong impact or influence beyond the campus

APM UCD 285
Lecturer with Security of Employment Series

- Excellence and scholarly creativity in teaching and pedagogical innovation

- Expectation to maintain a continuous and current command of their disciplinary subjects

- Requires evidence of professional growth

- Research and publication on pedagogy *or* in the subject-matter discipline

- Activity in professional organizations

- University and public service

VERSUS:

- Unit 18 (IX Bargaining Unit) Lecturers, Sr. Lecturers:

- Requires excellence in teaching

- No expectation of research or publication

- Services are contracted for certain teaching duties

- Subject to Reduction in Percent of Time and Layoff

APM UCD 285
Lecturer with Security of Employment Series

- For searches approved at Lecturer PSOE or Sr. Lecturer PSOE– add in the long advertisement and in the description field of Recruit:

- "This recruitment is conducted at the Potential for Security of Employment (PSOE) rank. The resulting hire will be at the PSOE rank, regardless of the proposed appointee's qualifications."

- After the Shortlist Report is approved – reminder to applicants invited for an interview that application is for a position at that rank only.

- Appointee must be on the UC Davis faculty for approximately one year before s/he can be considered for promotion to the higher rank.

APM UCD 285
Lecturer with Security of Employment Series

If the proposed appointee's qualifications are commensurate with a higher rank than that recruited, we recommend a statement in the department appointment recommendation letter:

"We recognize that the appointee's qualifications may be commensurate with a higher rank than proposed. However, because the recruitment was conducted at the PSOE rank, the appointee has been fully informed of this constraint and is proposed for that rank."

Search Committee Training

Removal Expenses

There is policy that governs Removal expenses:

- APM 550 – Moving Expenses for Intercampus Transfer
- APM 560 – Removal Expenses / General
- APM 561 – Removal Expenses / Assistants

Key points to remember:

- Eligibility outlined in APM 560-14
- Confirm your understanding of "allowable expenses" before negotiating/making promises to the person being recruited; Allowable expenses can be found on our Removals Chart (link below)
- *Receipts are always required*
- Consult with your Dean's Office

Reference: Academic Removals Chart
http://academicaffairs.ucdavis.edu/local_resources/docs/
Removals_Chart.pdf

Partner Opportunities Program (POP)

- **Increased Activity**
- **Program Eligibility - First hire must be Ladder Rank faculty member (includes LSOE, PLSOE), CE Specialist or SMG**
- **CAP/CPB Screening – will continue through the summer**
- **Framing POP as a component of the TOL**
- **Avoid POP funding discussions with first hire and POP candidate**

Work Life Program

- **Utilization continues to be good**

- **A great recruitment tool, our offerings are impressive**

- **Work Life Program brochure – recommend use for every recruitment**

- **Update of Forms Online process to include extensions on the clock**

ADVANCEMENT Updates

Step Plus System - Senate

The Step Plus system was implemented effective July 1, 2014 and adopted immediately for personnel actions in the Senate titles:

Professor, Professor in Residence, Professor of Clinical__

Acting Professor of Law

Lecturer with Potential for Security of Employment

Senior Lecturer/Lecturer with Security of Employment

A Step Plus Summit will be held 3-5 pm on June 22– an invitation is forthcoming for deans, associate deans, department chairs, Senate review committees

Phased Implementation – Senate only

- **Academic appointees in the Senate Series have the option to request a merit that is an "acceleration in time" under the previous rules for their <u>first action</u> during the first three years of the Step Plus System.**

    - **Such actions are not evaluated under Step Plus criteria, and cannot be approved for partial steps**

    - **A skip-step (2 step) advancement will not result in a Step Plus supplement.**

- **The 2016-2017 academic review cycle will be the last year of the phased implementation.**
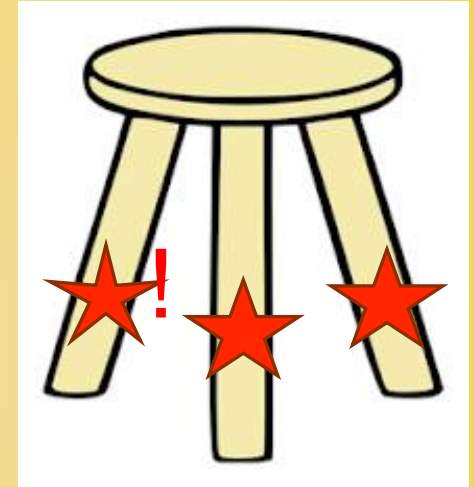
Step Plus recommendations for > 1.0 steps:
the department letter should explicitly explain which activities are deemed *outstanding, and why*
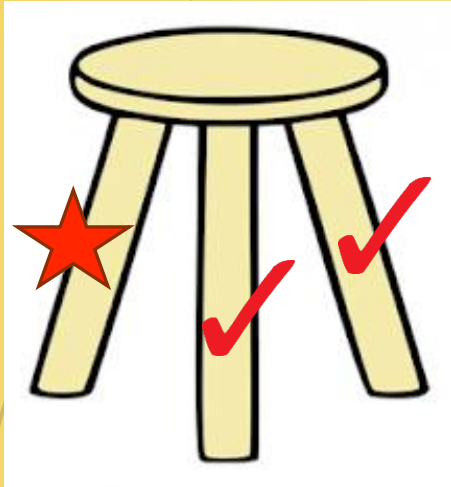
Outstanding in 1 category ~ 1.5 steps
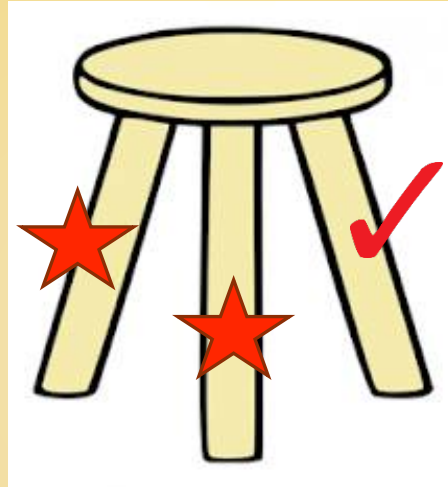
Outstanding in 2 categories (including research) ~ 2.0 steps

Outstanding in 3 categories, may merit > 2.0 steps

Substantive contributions to diversity in teaching, service and research can elevate an "exceeds expectations" rating to truly "outstanding"

Step Plus System – Federation

The Step Plus system will be implemented effective July 1, 2015 and adopted immediately for personnel actions in the Federation title series of:

Adjunct Professor

Agronomist in the A.E.S.

Health Sciences Clinical Professor

Professional Researcher

Project Scientist

Specialist in Cooperative Extension

Specialist

There will be no transition period… all actions will come forward under Step Plus guidelines.

Step Plus Toolkit

- **Toolkit is available at:**
  http://academicaffairs.ocp.ucdavis.edu/policies/step-plus/index.html

- **Toolkit includes:**
  - All of the information we covered today
  - Step Plus System – Salary Tables
  - Instructions for documenting Step Plus actions in MyInfoVault (MIV), Academic Personnel History and Information Database (APHID), and PPS
  - Instructions for calculating the Step Plus Supplement
  - Sample Ballots
  - Frequently Asked Questions
  - Historical documentation
  - Guide for promotions and how to use overlapping steps
  - Guide for Above Scale merits in the Step Plus System

- **Coming soon to the toolkit:**
  - Federation criteria
  - Federation salary scales

Reminder: Professor, Step 6 – Barrier Step

- **For Professor Step 6, we no longer ask for extramural letters at UC Davis**

- **However, *P6 is still a barrier step*, and the dossier, especially the department letter, must make the case that the candidate meets Step 6 criteria:**

- **APM 220-18b (4): "… evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally, will be required in scholarly or creative achievement or teaching."**

  - **Invited talks, downloads, citations, fellowships…**

Advisory 2015-04 (slide 1 of 3)

- **See: VP Advisories, under Local Resources on the Academic Affairs Webpage**
  http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf

- **Annotations in MIV: Please be sure that the historical lines in MIV that show the timing of past actions are retained and included when submitting dossiers. This is particularly important on the Publications and Creative Activities Lists, although it would also be helpful for other lists, including extending knowledge, service, and student evaluations.**

- **Please remember that an asterisk (*) should be used to indicate which items count in the current review period.**

Advisory 2015-04

- **Action Form: The Recommended Action Form has been renamed "Action Form".**

- **The proposed information on the Action Form should be determined by the candidate or by policy. This makes clear the candidate's right to request a specific action, even in the event that the department does not support the candidate's choice.**

- **To determine the delegation of authority (e.g. whether an action is redelegated) the candidate's requested action must be designated before the action leaves the department.**

Advisory 2015-04

Streamlining Appointment Actions: The checklists for Appointments in all series will be updated throughout 2015-2016 to reflect the following changes.

- Departments may upload the proposed appointee's CV along with the Biography Form in MIV.

  - These documents will need to be merged as one PDF file and uploaded into "Biography Form".

  - As a streamlining measure, this may be done in place of completing data entry in other categories of the appointment dossier that are included on the CV in MIV.

- If the CV is uploaded and no information on jointly authored works is provided in MIV, **the department letter should describe the candidate's scholarly contributions and apparent leadership in collaborative creative work and research.**

- Other information from UC Recruit, including the candidate's Statement on Contributions to Diversity, should be uploaded into MIV.

Extramural Letters

- **New 2014-2015 Extramural Letter Requirements**

  After careful review of all the streamlining efforts we have newly established extramural letter requirements for appointments, promotions, barrier merits, and other applicable actions. *(see handout)*

- **Extramural Letters for Merit to Step 6**

  Although extramural letters of reference are no longer be required or recommended for advancement to Professor Step 6, the criteria for advancement to this upper step of the professorial series remain unchanged, and should be demonstrated in the department letter and in the dossier.

Advancement Actions for Appointees

Any pending advancement or review actions for appointees that are due (or overdue) at the time a decision is made to not reappoint or layoff must be completed prior to the non-reappointment or layoff action.

This allows an employee whose position is ending to seek other positions at a rank and step appropriate for their experience and accomplishments.

Figure 1: Average Percentage of Action Types Completed Per Year (2007-2008 through 2013-2014)

- Appointments (~290/year)
- All others actions (~208/year)*
- Merits (~952/year)
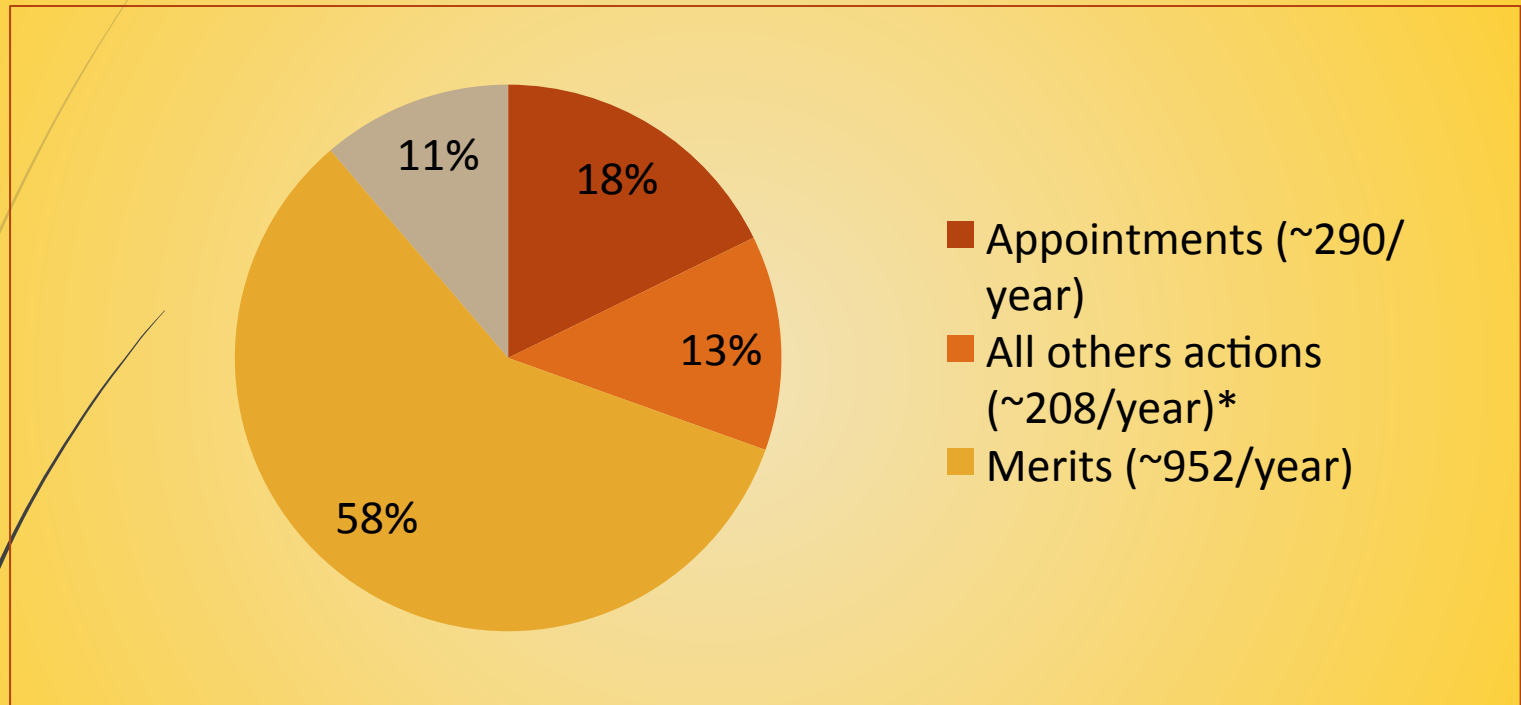
*All other actions includes: Appraisals, deferrals, department chair review, emeritus status requests, five-year reviews, Unit 18 reappointments, and endowed chair appointments/reappointments.

MyInfoVault (MIV)

Effective with the 2013-2014 actions, all merit and promotion actions were required to be submitted in MIV, with a few exceptions. The percentage of merit and promotion actions completed using paper, rather than MIV, is illustrated here.
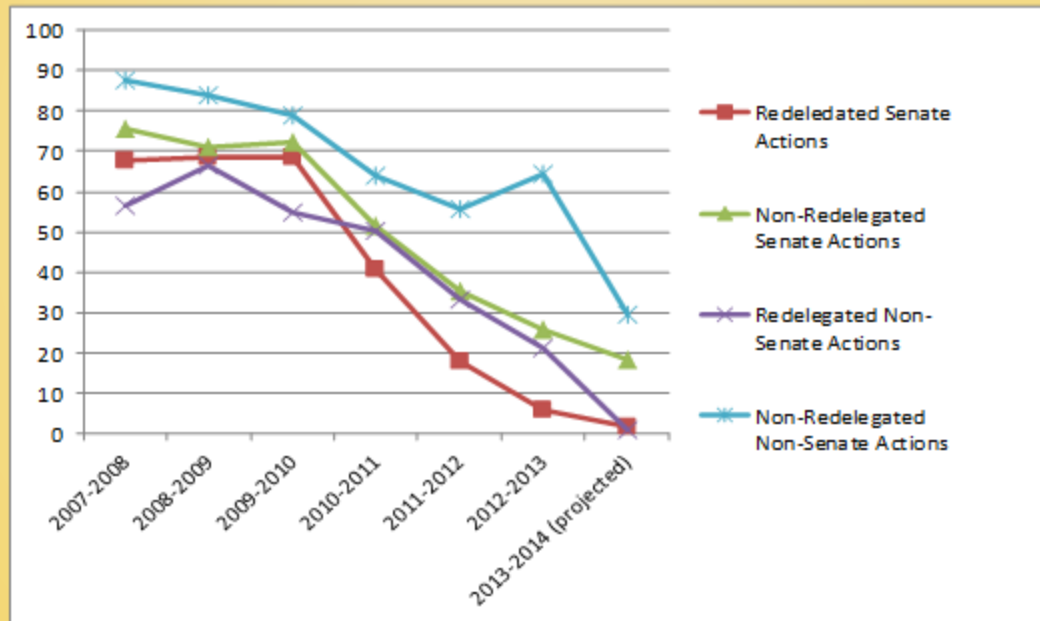

Figure 2:
Percentage of merit and promotion actions completed entirely using paper.

MyInfoVault (MIV)

MyInfoVault (MIV), New Action Types. Effective for the 2013-2014 academic year, the majority of academic review types were made available in MIV, with the addition of New Appointments in February of 2014. Please note: Paper dossiers for merit and promotion actions will not be accepted during the 2014-2015 cycle. At their discretion, deans may require other actions in their units to be completed in MIV as well.

The following enhancements are scheduled for development in 2014-2015 to be available for the 2015-2016 academic review cycle. Until these enhancements are completed, some actions will still need to be submitted via paper.

- Ability to have multiple dossiers in progress at one time for any given academic appointee. For the 2014-2015 academic year, if your academic appointee is pursuing a merit and an endowed chair appointment, for example, we recommend completing the merit in MIV and the endowed chair appointment via paper.

- Ability to complete Merit actions with Appraisal and Merit or Promotion actions with a Career Equity Review. These actions are unique in that they are presented as one dossier but have two decision points. For 2014-2015, we recommend completing the merit or promotion in MIV and the appraisal or CER via paper.

2014-2015 MIV Enhancements (since last update with Deans)	Delivery Status
Provost/Chancellor electronic signature functionality and updated functionality for VP recommendation	June 2014
OCP Admin role: staff support to the Provost/Chancellor	June 2014
Redesign of the Recommended Action Form	August 2014
New Candidate Disclosure Certificate requirements	September 2014
Appointments, Phase 3: transition appointee to candidate	February 2015
Software Development Tools and Infrastructure Upgrades	In development
Multiple Actions in Progress at One Time	Planned August 2015
Remaining Action Types for Appraisal/CER	Planned development
Supporting Documentation Storage: analysis of potential external modules	Postponed to 2015-16
API Service for MIV (allows integration with other Academic Affairs systems, appellate review of archived action, Academic Course Evaluation System, Office of Research collaboration, other IT Units access to data to pre-populate webpages)	Postponed to 2015-16

Potential Future MIV Work Plan	Possible year of development
Remaining Action Types for Appraisal/CER	2015-2016
Supporting Documentation Storage: analysis of potential external modules	2015-2016
API Service for MIV: allows integration with other Academic Affairs systems, appellate review of archived action, Academic Course Evaluation System, Office of Research collaboration, other IT Units access to data to pre-populate webpages	2015-2016
Appeals: Long-term solution	2015-2016
Expand Academic roles in MIV: currently academics have one role called "candidate". We need to add academic roles to handle separations: Separated, Retired, Emeritus, and Deceased	2015-2016
Delete abandoned dossiers and archive incomplete actions for which we want to keep a record functionality	2015-2016
Voting module: analysis of potential external modules:	2015-2016
Online extramural letter solicitation: analysis of potential external modules	2015-2016
Supporting Documentation: development and/or integration	2016-2017
Voting module: development and/or integration	2016-2017
Online extramural letter solicitation: development and/or integration	2016-2017

APHID

Action Tracking (ATS) was replaced with the Academic Personnel History & Information Database (APHID).

APHID is an important tool used by staff members in the Deans' Offices, Senate Office and Academic Affairs. Staff members in these offices enter data in APHID to track the step-by-step progress of a dossier (and its supporting documentation) for every academic personnel action.

APHID is also used to track the advancement history of our academic appointees.

The goal is to provide department-level access to this online program/database for Department Chairs and department staff as of 2015-16.

APHID
Roadmap for the Future

Enhancement	Priority
Step Plus Program	4
Off-scale database development	3
Automate Eligibility Process Phase 1 – merits & promotions	1
Department-level access to APHID	2
Automate Eligibility Process Phase 2 – appraisals and endowed actions	5
MyInfoVault Integration	6
UC PATH migration	7
Separate appeal final decision – analyze table for Scrubber Doc	8

Annual Call

Will go out by June 30, 2015

Unit 18 Bargaining Update

Binnie Singh
Assistant Vice Provost
Academic Affairs

Medical Leave Requests

- Departments must track any and all Family Medical Leave (FML) usage by faculty.

- The Department Chair must provide a letter (see template) that lays out the length of the leave, eligibility for paid leave, required documentation prior to returning to work, Supplemental Disability Insurance information and referral information for Disability Management Services (DMS).

- Paid and unpaid leave should be designated as different leaves.

- FML and non-FML should be filed separately, unless it's intermittent leave (also must be tracked).

- Medical diagnoses, prognosis, etc. should **NOT** be included in the leave request.

- Any arrangements (including temporary and informal measures) to accommodate faculty with a medical condition automatically triggers an interactive process and should involve DMS and Academic Affairs.