Department Chairs Brown Bag

June 21, 2017

Academic Personnel 101B:
What's New in Academic Personnel

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Welcome!

Welcome to the Team!

We are delighted to announce new members of the Academic Affairs team:

Lisa Brodkey: Director of Faculty Relations and Development
Sophie Barbu: Client Services Coordinator for the Capital Resource Network

Coming soon:

Academic Data Coordinator- to be filled
Partner Opportunity Program (POP) Coordinator– to be filled
Associate VP for Faculty Equity and Inclusion– to be filled
➔ And, of course, **Phil Kass**, the new VP- Academic Affairs!

A new resource:
Chair's Guide for L/P/SOE faculty

A CHAIR'S GUIDE:

RECRUITING, HIRING AND LAUNCHING

LPSOE/LSOE Faculty

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Faculty recruitments:
New offscale salary minimum

- 2014 Faculty Salary Equity Analyses showed that **time since hire** was the primary determinant of offscale salary variation within units
- So far, two rounds of centrally-funded offscale equity adjustments have dramatically reduced offscale salary variation among eligible faculty members
- A new equity adjustment, using 1.5% of the salary pool, will be effective 7/1/2017
- Deans have just been informed that their units must do their part to minimize generating new inequities caused by hiring new faculty members with low offscale salary
  - **All new hires should receive at least the mean offscale for their salary scale and school/college/division**
  - **Only offscale offers > $4000 over that mean require VP-AA approval**

Faculty Recruitment:
Building diversity in the applicant pool

- **Search Plans for open recruitments should be carefully crafted to reach out to non-majority applicants and showcase the UC Davis commitment to inclusive excellence.**
    - Include active engagement with / outreach to professional organizations focused on non-majority academics
    - Carefully construct at least 8 names for direct contact
    - In ads: include strong diversity language and links to our excellent work-life policies, including POP and CRN. Examples are available at: http://academicaffairs.ucdavis.edu/local_resources/docs/diversity/Advertising%20suggestions.pdf
    - **Consider targeted recruitments for building diversity:**
        - Target of Excellence (TOE)
        - UC President's/Chancellors' Postdoctoral Fellows-- search the online database

UNIVERSITY OF CALIFORNIA

President's Postdoctoral Fellowship Program

Search →

Advancing excellence through faculty diversity

HOME   HOW TO APPLY   ABOUT PPFP   FELLOWSHIP RECIPIENTS   RESOURCES   CONTACT

The University of California President's Postdoctoral Fellowship Program was established in 1984 to encourage outstanding women and minority Ph.D. recipients to pursue academic careers at the University of California. The current program offers postdoctoral research fellowships, professional development and faculty mentoring to outstanding scholars in all fields whose research, teaching, and service will contribute to diversity and equal opportunity at UC.

Resources for:

Applicants   Fellows   Faculty   Universities

2016-17 President's Postdoctoral Fellowship awards

POP Database

- Partner Opportunities Program (POP) database

- Now available for Deans' Offices to view

- Tool to track progress toward candidate placement

- https://ocpweb.ucdavis.edu/popapp

CAPITAL
RESOURCE
NETWORK
CAREER. COMMUNITY. CONNECTIONS.

Faculty Misconduct – APM 015 Update

- In response to heightened public scrutiny of how UC handles allegations of Sexual Harassment/Sexual Violence by faculty:
  - The Faculty Code of Conduct has been revised:
    - Violation of the Sexual Violence/Sexual Harassment Policy is now explicitly (and not just derivatively) a violation of the Faculty Code of Conduct.
    - There is no time limit for bringing forward claims of Faculty violation of Sexual Violence/Sexual Harassment.
    - There is a three year time limit for the Chancellor to pursue Discipline once an Administrative Official is aware of Allegations.
  - New Peer Review Committee
    - New Faculty Committee to review reports of substantiated SVSH and advise Vice Provost on discipline or informal settlement.
  - Your Responsibility as a Mandatory Reporter

Reminder: Work-related Email are Public Records

- Work-related email are public records, and, upon request, must be disclosed. Be careful what you put in email, including your tone. If you don't want it to be public, don't put it in an email.

- If you receive a request for email or other documents, forward it to publicrecords@ucdavis.edu, or contact our office. Following a consistent practice of deleting old emails is advisable.

- Do not delete responsive emails after a request has been made.

Case collaboration between AA and Departments

- Please reach out to us:
  - conflicts, potential policy violations, troubling situations

- When we reach out to you:
  - "No-fault" discussions
  - "Stop the bleeding" conversations
  - Documentation of these conversations

- Timeliness is important and appreciated

National Center for Faculty Development & Diversity (NCFDD)

- Faculty Success Program
- Most beneficial during 2nd year on campus
- AA facilitates registration only in the fall
- 5 Slots left

Academic Development Programs

- Bag lunch series for Chairs, Associate Professors, New Faculty
- Very positive evaluations, but attendance is lower than expected
- Encourage Chairs to check AA bag lunch schedules before scheduling department meetings
- Ideas for enhancing participation (discussion)

First year Seminars led by Non-academic employees

- Non-academic employees who lead First Year Seminars should be given the "Educator Without Salary Title" (formerly know as "Lecturer Without Salary") This is one of the few permissible uses of this title.

- The Educator Without Salary Title should never be used to provide Instructor of Record status for regular for-credit podium courses.

Junior Specialists

- Guidance on the criteria for the series and writing the position description. available on our website at: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/jr_specialist/Junior_Specialist_Position_Description_Guidance.pdf

- Employees who are not as deeply involved in the academic evaluative parts of the research program may be a better fit for SRA or Lab Assistant series.

Exempt Status Threshold and Specialist Series Salary Scale Smoothing

- Smoothing is delayed until 2018-2019
- Entire range adjusted by 1.5% for 2017-2018, rounded to $100
- Added Full Rank Steps 6-9
- Step 6 is not intended to be a barrier step for Specialists
- Junior Specialist :
  - Received 1.5% increase in 2017-2018
  - If the 27k threshold is maintained and become exempt, then we support 6% to make up for the fact that they are not getting overtime.
  - If the threshold is raised to $47k, this title stays non-exempt and we do not support the 6%.
- For now, UC has decided to maintain the threshold for exempt status issued in November of 2016.

Step Plus updates

As of 2017-18, the 3-year transition for Academic Senate faculty is over!!!

Step Plus updates

Reminder: "Early" promotions that are accelerated in time will only be considered for one step advancement

- **Note:** A promotion action that is "accelerated in time" is one for which the candidate is seeking advancement early, without waiting normative time *at the current step*.
- "Accelerations in time" should not be confused with on-time Step Plus advancements of more than one step. For example, a 2.0 Step Plus advancement at normative time is not considered an "acceleration in time", even though a full step has been skipped.
- In most cases, a faculty member will do as well or better by waiting for normative time to be considered for Step Plus promotion.

Step Plus updates

How Step Plus is being applied to promotions and barrier-step merits: actions that span multiple merit review periods

1) When evaluating a candidate for promotion, or advancement to or through a barrier step, Step Plus guidelines should be applied to the entire period of review.

2) Advancements beyond a normal 1.0-step merit should be recommended when achievements during the period of review have not been recognized, or have been insufficiently recognized, by advancements during previous merit evaluations.

EXAMPLE: A faculty member who has spent normative time at P5 and is eligible for advancement to or beyond P6. The following questions should be considered.

1) Does the career record (particularly that since promotion to full rank) meet the expectations for advancement to the P6 barrier step?
2) Has the candidate contributed at a high level (as expected for advancement to P6) since the most recent merit review?
3) Was the candidate appropriately rewarded (e.g. by skip-steps, extra half-steps, or accelerations in time) for outstanding contributions between promotion to full rank and the most recent last merit advancement)?
   a) If not, and there aren't weaknesses in the record since advancement to P5, half-steps might be recommended based on outstanding and incompletely rewarded achievement throughout the entire review period.
   b) If so, then additional half-steps may be awarded for outstanding contributions made since the P5 dossier was submitted and awarded.

➔ *Throughout this process, reviewers need to keep in mind that expectations in all areas (teaching, research and service) increase at P6 and above.*

Step Plus updates

The remaining, non-represented Academic Federation titles are now on the Step Plus advancement system

Academic Coordinators, Academic Administrators, Assistant/Associate University Librarians and Law Librarians, Continuing Educators, and University Extension Teachers

- As of 2017-18, the only AF titles NOT on Step Plus are Unit 18 Lecturers and represented Librarians

Updated funding availability form is on our website: (http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Notice_Eligibility_Federation_Members.docx).

Please note the following major changes:
    (1) the form should not be made available to department reviewers/voters
    (2) Health Sciences Clinical Professors are no longer required to submit the form.

Step Plus: accelerations and redelegation

- Advancements of > 1.0 step are now quite common under Step Plus (last two years, excluding accelerations in time):
  - ~46% are 1.0, ~38 % are 1.5, ~ 13% are 2.0

- Advancements of >2.0 steps are virtually never granted, unless there is a significant career equity issue

- However, 1.5-step advancement should NOT be seen as the "new normal"!!

- What happens if the department, FPC or dean recommend advancement of 2.0 steps?

    - That action now becomes "non-redelegated"– reviewed by CAP and decided by the VP-AA
    - Sometimes, CAP recommends only one step for these actions!

Late merits and promotions!!

… a big problem that's getting bigger

Academic year: # of actions	% completed by July 1	% completed after July 1	% completed after January 1
2012-13: 1053	74.2%	25.5%	<0.3%
2013-14: 1094	74.5%	24.6%	<0.9%
2014-15: 1065	66.0%	31.5%	2.5%
2015-16: 1032	58.5%	37.5%	4.0%
2016-17:	…	…	…

Partial solution #1:
New packet materials deadline for 2017-18:
(UCD 220 revisions in progress)

- Old policy:
  - *APM UCD 220 IV. F. 9. a.: Submission of additional materials after the review file has been forwarded to the Office of the Provost is discouraged. In order to keep late submission of additional materials to a minimum, a deadline date of <u>December 31</u> has been established for submitting additional materials for the review file. Materials will not be accepted after that date unless the person undergoing review is an Assistant Professor in his/her seventh year of service, and the information is critical to the review.*

- As of July 1, 2017: the latest date for submission/acceptance of dossier materials is <u>September 30</u> for every action except for 7th-year tenure cases.

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Partial solution #2: Administrative deferrals

- Beginning in 2017-18, advancement dossiers submitted by faculty candidates after published deadlines, and for which no prior approval for extension has been granted by the VP-AA, will be subject to administrative deferral until the following year.
  - Deadlines for candidates, departments and deans' offices will be provided in the upcoming Annual Call
- For 2017-2018, Administrative Deferrals will not be automatic, but if the candidate does not submit a substantially complete packet to their voting unit by the published deadline, the VP-AA has the right to deny a request for extension and issue an administrative deferral.
- Beginning in 2018-2019 any action that is submitted late without prior approval will automatically be designated as an Administrative Deferral.

Partial solution #2: Administrative deferrals

- Reasonable extensions will always be granted for Step Plus advancement actions that begin as redelegated (Deans' decision), but become non-redelegated (VP-AA's decision), if the change requires expanding the review period or getting extramural letters.
  - E.g., the FPC recommends a 2.0-step promotion to full rank
- The VP-AA will carefully scrutinize any requests for extension. All such requests, with justification, must come from the dean's office.

- Academic Affairs will be tracking where actions are delayed and these delays will be included in the performance reviews for deans, department chairs and the VP-AA.

- ➔ Chairs need to inform faculty members of this change right away, and should provide reminders to eligible faculty members

Research accounts and Emeriti faculty: Updated Advisory AA 2017-02

- Emeriti who are recalled to teach a First Year seminar can receive support funds in an Academic Enrichment Account (AEF) *only if they have also been recalled for research.*

- Otherwise, when an Emerita/us is recalled to teach a First Year seminar *and is not actively engaged in research*, the appropriate funding will be transferred to a departmental account, to be used as the Chair decides.

- For non-grant accounts (AEFs, awards, gifts), emeriti on recall have access to the funds so long as they are on recall for activities appropriate to that funding.

- Access to such accounts should be governed by a 1-2 year, renewable MOU signed by the emerita/us and the department chair or dean. If not renewed, such accounts return to the department or dean. Emeriti on recall need to be up-to-date on required trainings
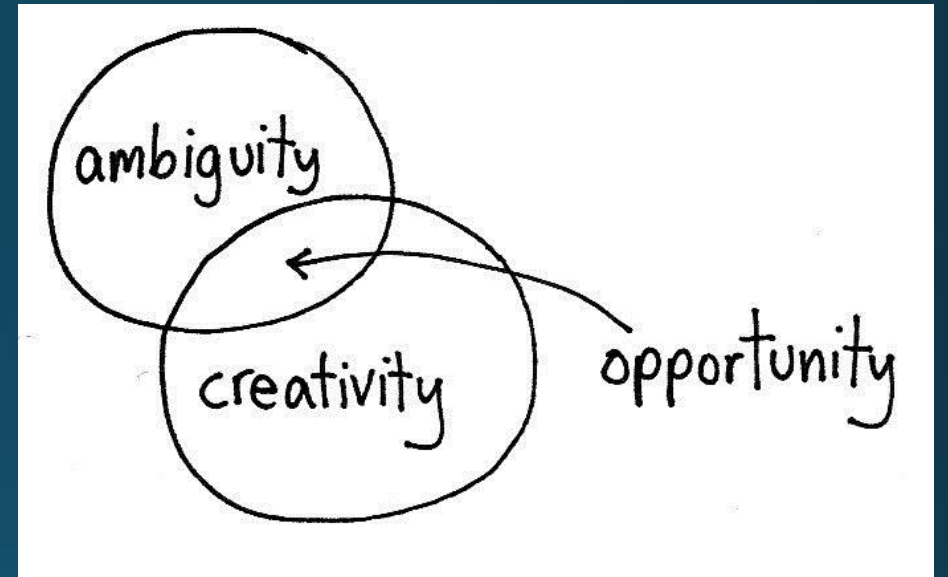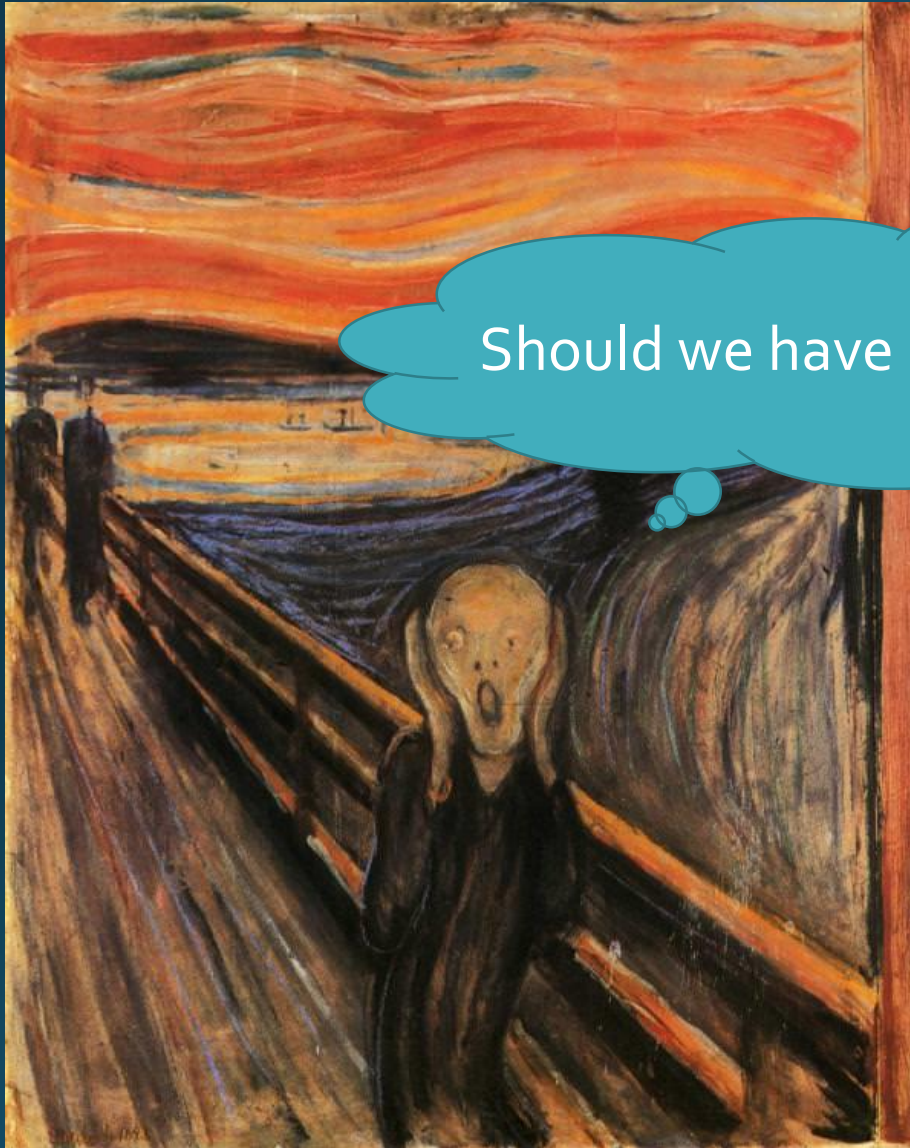
UC DAVIS RECRUIT

- Exempt hires: Effective July 1, 2017, campus units are required to begin processing Exempt Hires using UC Recruit. Many of the exempt hires were processed using Forms Online. The following forms in Forms Online will remain available until June 30, 2017:
  - Requests for Courtesy Without Salary appointments
  - Requests for Recall to Active Service after retirement for academic appointees
  - Requests for Visiting appointments
  - Requests for Volunteer Clinical Faculty appointments (Medical Center)

Additional topics, time permitting.

Changes in deferrals and five-year reviews

- Approval authority has now been redelegated to deans for 3rd-year and 4th-year deferrals
- Updated "plans for progress" must be included in 3rd- and 4th-year deferrals and five-year reviews.
  - The most recent plan for progress must also be included in subsequent merit, deferral or 5-year review dossiers until advancement is approved.
- All of these changes are reflected in updated checklists and delegation of authority