



NEW ISSUES IN ACADEMIC AFFAIRS

Bag Lunch Update for Department Chairs
Wednesday, June 20, 2018
203 Mrak



ANNOUNCEMENTS

Academic Affairs - New Team Members

- Brent Bynum, CRN
- Steve Chatman, Data Manager
- Maggie Gonzalez, CRN
- Lauren Tehrani, Program Analyst



POP QUIZ

Submission of Leaves

- Timeliness
- Unit 18 leaves are covered in the MOU

Sexual Violence/Sexual Harassment Policy - Confidentiality

- Faculty members are Responsible Employees for **anyone's** allegations of SVSH -- (staff, academics, students)
- Responsible Employees **must** report what they have heard and what they know – **including names** – to HDAPP (Harassment & Discrimination Assistance and Prevention Program)

Please avoid language like this:

“I am duty-bound to consult with my department chair about what, if anything, I should do. My chair is bound by the same responsibilities as I am, and the same obligation to protect your privacy.”

Please use language like this instead:

“In my role at UC Davis, I am obliged to report concerns about sexual harassment or sexual violence. This is so that UCD can take appropriate action and provide you or others with resources and support needed to address the situation. I will be calling the Harassment & Discrimination Assistance and Prevention Program to report this. You are welcome to participate in that call with me if you would like to.” (Conversation continues....)

Before you are put on notice, try language like this:

“You’re welcome to tell me about your concerns. Before you tell me specifics, however, you should know that in my role, I am obliged to report concerns about sexual harassment or sexual violence. This is so that UCD can take appropriate action and provide you or others with resources and support needed to address the situation. If you’d rather talk first to a Confidential Resource --who doesn’t have the same responsibility to report -- I can help get you connected. Talking with a CARE advocate is a great place to start. Here is their number, and here is a list of all the Confidential Resources available to you.” (Conversation continues --they may still want to tell you, and then you’ll need to call HDAPP to consult about what you know.)

UCPath Preparation in Academic Affairs - APHID

Academic Personnel History & Information Database (APHID)

APHID will be a UCPath Tier 1 interface system. Following are the plans we have for APHID/UCPath:

- Automate the updating of job/position in UCPath with merits/promotions.
- Provide data exports to make it easier to enter Extended Absences into UCPath.
- Provide a sabbatical credit calculator that will produce a report any time there are discrepancies between the UCPath and APHID sabbatical credit accrual numbers.

UCPath Preparation in Academic Affairs – APHID (cont'd):

Academic Personnel History & Information Database (APHID)

- Switch updates to the Payroll History tab from PPS to UCPath and make it a nightly feed instead of weekly. This is a very large effort because of the way the data is structured (PPS appointments and distributions versus UCPath person/position/job).
- A lot of other work to prepare APHID for UCPath, since it is dependent on payroll data. And, we will continue to consider other improvements we can make to APHID to make UCPath data entry easier or automated.

PPM 210-50, Religious Accommodation

- In compliance with the CA Ed. Code 92640 (Accommodation of Religious Creed)
- The University accommodates requests for alternate examination dates, without penalty, at a time when the activity would not violate a student's religious creed.
- Instructors must accommodate students' requests for alternate examination dates for religious creed when accommodation does not impose an undue hardship that cannot reasonably be avoided.
- The student and the instructor are both expected to "work in good faith ... to find a mutually agreeable resolution to the scheduling conflict."
- Multicultural Calendar and Recommended Accommodations:

www.ucdavis.edu/calendar/diversity-inclusion/multiculturalcalendar

National Center for Faculty Development and Diversity (NCFDD)

Fall Faculty Success Program (FSP)

- FSP session dates: August 26 – November 17, 2018
- Most beneficial during 2nd year on campus
- Academic Affairs has assisted with the fall registration
 - There are also sessions next Winter and Spring
- Cost has increased – current cost is \$3950; early bird tuition is \$3,450
- For more information, please visit: <https://www.facultydiversity.org/>

MOP Loans (Mortgage Origination Program)

- Eligibility
- Definition of “full-time”



POP, CRN and Work Life Programs

- Upcoming road show featuring
 - Partner Opportunities Program (POP)
 - Capital Resource Network (CRN)
 - Academic Work Life Program



National and International Unrestricted (Non-Grants) Awards Database - NEW

- New Searchable National & International Awards Database
- Replaces Excel lists previously circulated to units over past 6 years.
- Web-based awards “warehouse”: contains modules for each academic unit to add/ maintain lists of focused disciplinary awards.
- Password protected (units, via Academic Affairs, assign access for those who will utilize the app).
- Academic Affairs will also maintain a list of premier **unrestricted, non-grant** academic awards that can be searched by all units.

Awards Database

UCDAVIS

ACADEMIC AFFAIRS

Access Level: Administrator Gloria Hayes

Awards Database

Home Award List Reporting

[Awards](#)

[Create Award](#)

[View Award List](#)

[Reporting](#)

[Application Configuration](#)

Rollover your name and a menu appears with "Application Configuration" and "Sign Out"

This is a standard home page for our apps, but we could discuss putting something different here, like the awards list.

UCDAVIS

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Access Level: Administrator Gloria Hayes

Awards Database

Home Award List Reporting

Add Award

Details Notes

Award Information

Award Title:

Discipline:

Secondary Descriptor:

URL:

Type:

Deadline:

☐ Academic Affairs ☐ College/School

Save

UCDAVIS

ACADEMIC AFFAIRS

Access Level: Administrator Gloria Hayes

Awards Database

Home Award List Reporting

Edit Award

Details Notes

Award Information

Award/Fellowship Title:

Discipline:

Secondary Descriptor:

URL:

Type:

Deadline:

☒ Academic Affairs ☐ College/School

Save

UCDAVIS

ACADEMIC AFFAIRS

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Awards Database

Home Award List Reporting

Reporting

Reports to be discussed.

COACHE Faculty Satisfaction Survey Report/Results

- Deans have your college's/school's report
- Deans are expected to share feedback by November



Adjunct Professor Appraisals

- All other UC campuses have been doing this.
- Appraisals for this series will be reviewed by CAP
- Effective July 1, 2018
- Information/guidance will be in the 2018-19 Annual Call

SEA Change

- Background
- What we've done so far
- Full submission is due in October 2018



APM 520 & PPM 380-13 – Near Relatives, Housemates, and Consensual Romantic Relationships

- APM 520 – Employment of Near Relatives
- PPM 380-13 – Near Relatives and Consensual Relationships



TOPICS FOR DISCUSSION

The “e” in “email”
stands for evidence

Email Tips for Department Chairs

- Cultivate brevity and professional tone in work email;
 - Avoid sarcasm and expressions of anger.
- Avoid discussing controversial topics (e.g., personnel issues) by email.
 - The “Sacramento Bee test”
- It is OK to have a regular practice of purging old emails.
- However, If you receive a request from Academic Affairs or Campus Counsel for your emails, it is too late to purge.
- All work-related emails are subject to disclosure, even if they are sent to or from a non-UC Davis account.

Examples of actual emails we never want to see.....

- “I don’t intend to offer [Grievant] a TAship for next year or pay her non-resident tuition. Without her non-resident tuition paid, she can’t afford to be here, even with a TAship from another department. I think that on the academic side we should be accommodating and supportive. On the teaching/employment side, I intend to be relentless...”
- “Maybe if you had spent less time trying to hurt me and more time on productive things, you would have been employed now.”

APM 025/APM 671 – Conflict of Commitment and Outside Activities of Faculty Members

- You are the Chair of the Digital Art Department. At the start of fall quarter, you find yourself in casual conversation with a member of your faculty, Professor Lee (an academic year faculty member), who happens to mention that she taught a short summer school course at Williams College in Massachusetts over the month of August.
- Professor Lee also mentions that she has been approached by the Crocker Art Museum in Sacramento with a request for her to provide services as a consultant on their collection. She tells you that she may ask one of her graduate students to collaborate with her on this project.

APM 025/APM 671 – Conflict of Commitment and Outside Activities of Faculty Members (cont'd)

- Finally, she tells you that she will be away from campus for a couple of weeks in October because she is attending a conference in Japan and then taking care of some family business in Michigan. She says she has arranged coverage for her classes and she will be checking her email during her absence.
- What concerns do you have?

APM 025/APM 671 – Conflict of Commitment and Outside Activities of Faculty Members

- Category I – Activities that require PRIOR APPROVAL of the VICE PROVOST, and must be disclosed annually:
 - Teaching at a non-UC School
 - Employment outside of the University
 - Assuming a founding or a co-founding role of a company
 - Assuming an executive or managerial position outside of the University.

APM 025/APM 671 Continued...

- Category II – Activities that must be disclosed annually
 - Additional University-compensated teaching, including teaching University Extension Courses.
 - Consulting or Testifying as an Expert Witness
 - Providing consulting services or professional practice as a sole-proprietorship or single-member professional corporation
 - Serving on a board of directors outside of the University
 - Presenting a workshop for industry

Annual Limits on Category I and Category II Activities

- Even with prior approval for Category I activities, faculty cannot exceed 39 days per year (academic year faculty) or 48 days per year (fiscal year faculty) of Category I and Category II activities combined.
- Unused days do not roll over to the following year
- For academic year faculty, the summer months do not count against the 39 day limit.
- The policy requires the days spent on Category I and Category II activities to be evenly distributed throughout the year.

Student Involvement In Outside Professional Activities

- APM 025/APM 671 require that faculty get advanced written permission from their department chairs prior to involving any student in any Outside Professional Activity.

Leave policy for Faculty

- “Academic year appointees are expected to be present from the beginning of the Fall Semester (Quarter) through the end of the Spring Semester (Quarter). Any appointee returning after the beginning of the Fall Semester (Quarter) or leaving before the end of the Spring Semester (Quarter) should apply in advance for a leave of absence in accordance with these sections.” (APM 700)

Leave policy for Faculty (Continued)

- “Department chairs may approve leaves of absence **for seven calendar days or less** to attend professional meetings or for University business.” (APM 752)

OATS - OUTSIDE ACTIVITIES TRACKING SYSTEM

- Retiring Forms on Line
- Introducing: OATS
- Another helpful tool for Chairs and faculty



ACADEMIC ADVANCEMENT

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 to promote in normative time so they can be considered for Step Plus promotion of > 1.0 step.

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 most recent period of review are considered outstanding, 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 (including national recognition) 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) Has the candidate been appropriately rewarded (e.g. by skip-steps, extra half-steps, or pre-Step Plus 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 by CAP for equity 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: accelerations and redelegation

- Advancements of > 1.0 step are now quite common under Step Plus (first 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!



MENTORING COMMITTEES

- Critical for new faculty
- How does your department do this for Assistant and Associate Professors?

COFFEE WITH PHIL

- Outreach idea
- Your thoughts - Where? How often?



RECRUITMENT -- Diversity and Inclusion

- Goal: Increase the number of applicants from underrepresented groups
- Resources available:
 - Department hiring history and hiring goals data (<http://occr.ucdavis.edu/acadrecruittools/default.cfm>)
 - Suggested language for job position advertisements (http://academicaffairs.ucdavis.edu/local_resources/docs/diversity/Advertising%20suggestions.pdf)
- Advertise widely
- Make targeted recruitment an ongoing process

RECRUITMENT -- Diversity and Inclusion (cont'd)

- Use of Diversity Statements
 - Evaluating Contributions to Diversity for Faculty Appointment and Promotion Under APM – 210 (Feb. 2017)
 - Academic Affairs is working to provide more specific guidance, including rubrics that can be used by search committees
 - Faculty Hiring Handbook

Capital Resource Network and the Partner Opportunities Program



- Benefits of these programs in the recruitment process:
 - Assisting with reintegration – CRN provides an array of services that holistically address new arrival needs for recruited faculty and their families. CRN provides housing assistance, dual-career employment support, and the provision of community-based research on schools and civil societies. This type of assistance helps to ensure that the transition to a new area is relatively smooth.
 - UC Davis employment assistance - POP can be a beneficial resource in providing partner/spousal dual-career support for recruited faculty. POP provides resources to career development and professional services, helps to establish informational meetings with stakeholders in aligned fields, and matches client interests with existing employment needs in the UC Davis system.
 - For both programs, managing expectations and sharing the same narrative is a critical piece to this process.

RECRUITMENT – Reference Checks

- Reference check process
- Pilot in 2018-2019

Case collaboration between AA and Departments

- Please reach out to us:
 - conflicts, potential policy violations, troubling situations
- When we reach out to you:
 - Talking points for difficult conversations
 - Assistance as needed with the conversation
 - Documentation of these conversations
- Timeliness is important and appreciated

CHAIRS CHECK-IN

- How has the experience of serving as Chair been for you?
- What concerns do you have (especially newer Chairs)?
- What can Academic Affairs help you with?

Academic Affairs Newsletter

- Planning to start distribution this Fall
- We seek feedback about:
 - What topics would be of interest
 - How often should a newsletter be distributed, e.g., monthly, quarterly, etc.
 - Plan to send to all deans, chairs, faculty, academics, staff who support academic personnel. Other ideas?





QUESTIONS?



**HAVE A GREAT
SUMMER!**