

# Updates from Academic Affairs

## Bag Lunch for Department Chairs

Buehler Alumni Center, AGR Room  
Thursday, June 20, 2019

12:10 noon – 2:00 pm







# Introductions

- Who's here today?
- Academic Affairs - New Team Member  
Brian Darnell  
Academic Personnel & Systems Manager





# DISCUSSION ITEMS



# Step Plus Five-Year Review

- ▶ Work with Academic Senate
- ▶ Completion by April 2020
- ▶ Advancement prior to and since Step Plus
- ▶ Need to be more specific about reason(s) for 0.5-step increases
- ▶ Include websites (editorial boards, etc.)
- ▶ Specific areas that need redressing?



# Advancing Faculty Diversity Grant

## *Status Update*

- Report due to UCOP in August
- Goal is to institutionalize these practices based on what we learn
- Academic Affairs will be working on developing guidelines for use of Contributions to Diversity statements in merit and promotion actions



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

- ▶ At the start of fall quarter, you find yourself in casual conversation with a member of your faculty, Professor Hoover (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 Hoover also mentions that she has been approached by a non-profit organization in Sacramento with a request for her to serve as a consultant on a project within her area of expertise. She tells you that she may ask one of her graduate students to collaborate with her on this project.



# APM 025/APM 671 (Continued)

- ▶ 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 (Continued)

- ▶ 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)



# Unit 18 Lecturers – The Rule Against “Churning”

- ▶ Churning is the practice of not reappointing a Pre-Six Lecturer for the purpose of avoiding giving them their tenth quarter pay increase or for the purpose of avoiding creating a Continuing Appointment.
- ▶ Churning is a violation of the contract.



# “Churning” (Continued)

Which of the following are permissible reasons **not** to reappoint a Pre-Six Lecturer?

- ▶ Poor teaching evaluations
- ▶ Good, but not excellent, teaching evaluations
- ▶ Lecturer's course will not be taught next year
- ▶ Course will be assigned to a senate faculty member next year
- ▶ Course will be assigned to a graduate student instructor next year
- ▶ This Lecturer got her PhD at the University of Chicago, and you want to replace her with a Pre-Six Lecturer who got his PhD from Stanford.
- ▶ This Lecturer has already taught 15 quarters and you want to avoid creating a Continuing Appointee.



# “Churning” - Hypothetical 1

Sammy Sanders is a Pre-Six Lecturer in your department who is coming up on 15 quarters, and has received excellent teaching evaluations and excellent peer reviews of her teaching. Is it permissible to replace Dr. Sanders with a new Pre-Six Lecturer, Bobby Bentley, whose PhD dissertation was recently completed and is considered more “cutting edge” than that of Dr. Sanders?



# “Churning” - Hypothetical 2

For the last several years, your department has been hiring several newly minted PhDs from your own program as Pre-Six Lecturers to teach undergraduate courses. Each year you replace the previous year's Lecturers with a new crop of graduates. You reason that this is great resume-building experience for your recent graduates as they prepare to enter the job market, and it keeps your undergraduate course curriculum freshly infused with a variety of different academic perspectives.

- What, if any, problems are there with this practice?



# Quick Tips for Chairs re Churning

- ▶ Perform an Assessment of your Pre-Six Lecturers every year (Exception: one-time hires who you know will not be reappointed need not be assessed).
- ▶ Do not reappoint Pre-Six Lecturers who are not Excellent or likely to become Excellent.
- ▶ The closer to 18 quarters a Lecturer gets before you decide not to reappoint them, the more it looks like churning.
- ▶ Document reasons for non-reappointment in order to defend against a possible charge of churning.



# Faculty Recruitments – Conflicts of Interest

- ▶ Common Perceived Conflicts
  - ▶ Current or former students, employees, collaborators, cohabitators
- ▶ Disclosure of Potential Conflicts of Interest
  - ▶ Form to be completed by Recruitment Committee Chair and uploaded to Recruit
- ▶ Management of Potential Conflicts of Interest
  - ▶ Disclosure only?
  - ▶ Recusal from discussion/deliberation of one candidate?
  - ▶ Recusal from Committee?



# Faculty Recruitments – Conflicts of Interest (continued)

When a graduate student sits on a search committee

- ▶ What, if any, special Conflict of Interest concerns come up for you?



# Confidentiality during recruitments

- ▶ Please repeatedly emphasize confidentiality to your search committees and faculty of the recruitment and deliberation process.
- ▶ A breach of confidentiality can result in complaints and even failed searches.
- ▶ The Faculty Code of Conduct singles out the breaching of confidentiality in personnel processes such as recruitments as an example of a violation which could be subject to discipline.



# National and International Unrestricted (Non-grant) Awards “Catalog” Database

- Searchable external awards database with individual academic unit modules – requested by faculty in various units across campuses
- Web-based awards “catalog” contains modules for each unit to create/maintain lists of focused disciplinary awards
- Password-protected (units [deans offices or chairs, as appropriate] assign access for those who will utilize the app, including faculty awards committee chairs and members, and staff)
- Academic Affairs will continue to maintain list of premier unrestricted awards with viewing and searching access for all units



# Awards “Catalog” Database: App Homepage

The screenshot shows the UC Davis Awards Database App Homepage. The header includes the UC Davis logo, 'ACADEMIC AFFAIRS', and the title 'Awards Database'. The user's access level is 'Administrator' and their name is 'Gloria Hayes'. A navigation bar contains links for 'Home', 'Award List', and 'Reporting'. The main content area has links for 'Awards', 'Create Award', 'View Award List', 'Reporting', and 'Application Configuration'. Annotations highlight the user menu and the standard home page layout.

**UC DAVIS**

ACADEMIC AFFAIRS

Awards Database

Access Level: Administrator

Gloria Hayes

Application Configuration

Issues / Requests

Sign Out

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.



# Your Turn

- ▶ Current and Outgoing Chairs
  - ▶ How has your experience been? What can Academic Affairs do to assist you differently or better?
- ▶ New Chairs
  - ▶ What concerns do you have? How can we help you?



# ANNOUNCEMENTS



# Salary Issues

- ▶ Update on 2019-20 salary plans
- ▶ Salary equity analyses for Federation and Senate members





# COACHE Update



# Retroactive Leave Requests

- ▶ Seeing too many of them
- ▶ Considering possible consequences (e.g., charging extra sabbatical credits)



# Lecturer SOE Updates

## ➤ HIRING

- If a LPSOE (**Potential** SOE) is hired at anything less than 100%, they are a Unit 18 employee represented by AFT

## ➤ MAPPING

- Effective 7/1/2019, all current LSOE need to be transitioned to the new scale.

## ➤ WORKING TITLE

- Lecturer with Potential for Security of Employment = Assistant Professor of Teaching (\_\_\_)
- Lecturer with Security of Employment = Associate Professor of Teaching (\_\_\_)
- Senior Lecturer with Security of Employment = Professor of Teaching (\_\_\_)



# Lecturer SOE Updates (continued)

- APM 285, APM 210, APM UCD 285
  - A few LSOE elected to stay on the old criteria
  - Department letters need to clearly state the criteria under which the LSOE should be evaluated for advancement based on the LSOE's election



# Dual Career Assistance POP/CRN Pilot

There have been changes to the model of the Partner Opportunities Program (POP), as of January 1, 2019. These include the following:

- Any POP client approved for services after January 1, 2019 will receive support for a one-year placement, if a bridge funded POP staff or non-Senate contract is identified. (Under limited circumstances, the possibility of an extension for a second year can be considered. The VPAA will provide his determination for such a request on a case-by case basis.)



# Dual Career Assistance POP/CRN Pilot (continued)

- If bridge funding is indicated to support a staff or non-senate academic position, an offer of an initial CRN consult must be provided to POP client.
- CRN consults consist of a one-hour introduction and overview of CRN services. The CRN will schedule a consultation with the respective client within one month of POP approval. If after the consult, the client is interested in CRN services, the CRN will send the dean or department an email so that a formal request can be initiated for additional services.



# Tips for Success with CRN

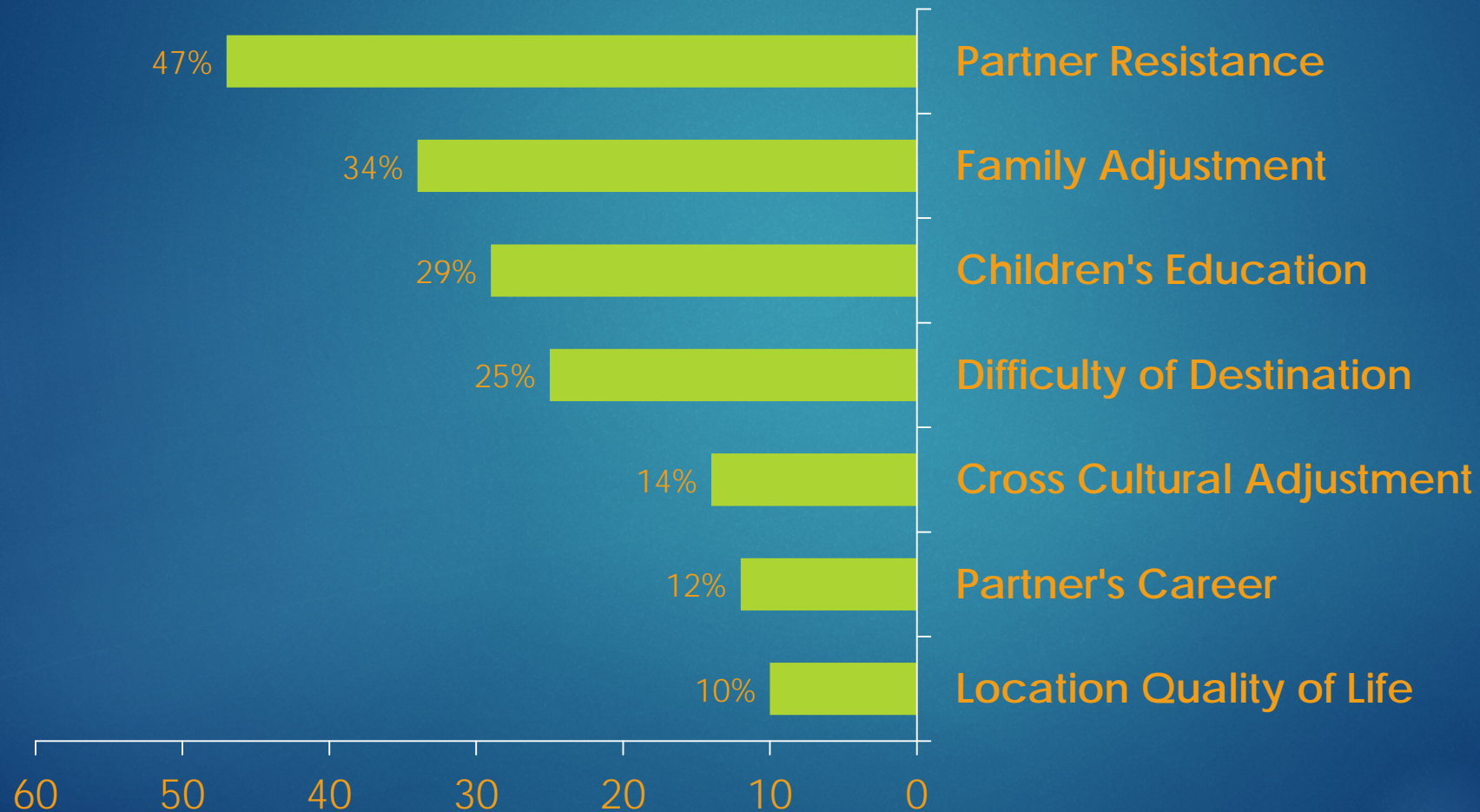
- Refer folks to CRN early on in the process
- Avoid CRN “false advertising”

An offer of an initial CRN consult must be provided to a POP client in the case of a staff or non-Senate academic position.

BUT, if the department has no intention of providing any services beyond the consult, sending the client for the initial consult sets up a difficult dynamic.



# Reasons for Failed Recruitments





# What We Are



- A concierge program that welcomes, introduces, and integrates newly relocated faculty, staff, administration and their family for the purposes of enhanced recruitment and longer term retention.
- We are confidential program that provides of 20 hours of integration services and dual career support
- We are not an executive search firm nor do we run on a job/housing placement agency model.



# Services



- Initial consults: discussion to identify client needs, obstacles, partners industry/job fields of interest, and transition concerns. Confidential and customized plan for up to 1 year.
- New arrival integration: strategic social and community integration/ assistance with local and carefully vetted resources and service providers that are available before the move.
- Dual career support: partner specific face-to-face consultation to assess career, networking and professional options. Review of application materials. Facilitate informational meetings with leaders in the employment/ professional community.



# Service Fees



- Full referral, 20 hours or up to 6 months: \$3,000
- Add on service of 10 hours: \$1,500
- Recruitment consultations: \$200 – \$1,100 (pre-hire tier 1, 2, or 3)
- Recruit VIP: \$3,000
- External employer referrals: \$4,000
- Recruitment products: \$25 – \$300



# What we do...

Professional Networking

Alleviate Stress

Tours of day care centers

Informational  
meetings

Housing  
Biographies

Career  
Advising

Meetings with public and private school administrators

Single, childless,  
with family

Children's athletics

Social  
Events

Moving Logistics

Skype Tours of Housing

Resume Editing

Benefits/Insurance Questions

Help with DMV

Interview Coaching

Customized Community Tours

Volunteer activities

Professional Development

Coordination with POP

Elderly Parent Resources

LGBTQIA Resources

Children's Summer Activities

Disability Assistance

Networking and Mentorships



# Ideal Dual Career Client Traits

Coachable

Tenacious

Open to suggestions

Capacity to  
listen

**Does homework including:  
changes to resume, cover letter,  
thank you notes. Prepares for  
informational meetings and  
mock interviews**

Understanding that finding the  
right job will be hard work

Confident

Open to job for now as well  
as ideal job

Understands rejection is  
part of the process

Patient

Open to change

Proactive

A partner to CRN

Positive attitude

Willing to try things  
a different way



# Meet our Team

We are happy to schedule individual or phone meetings with anyone looking to learn more about the Capital Resource Network.



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Coordinator

<https://academicaffairs.ucdavis.edu/capital-resource-network>





# HERC and Higher Ed Jobs Campus Partnership

- Academic Affairs has worked with Human Resources to enable shared access to our job advertisement platforms to which we hold institutional memberships (HERC and Higher Ed Jobs)
- All academic and staff positions currently posted on our UC Davis job sites will now be automatically placed onto HERC and Higher Ed Jobs on a daily basis
- This automatic method eliminates the need for manual posting of a position to either site



# STEAD Certification Requirements Reminder

- STEAD certification, participation in a 2-hour STEAD workshop, required once every three (3) years.
- STEAD workshops must be completed before reviewing applicant material.
- REMINDER: Deans' offices should have access to the Academic Affairs Event Management System, which has a search committee builder, so you can see who is STEAD certified or who needs certification. Let us know if you need more access.



# Search Committee Chair Survey in UC Recruit

- ▶ Purpose
- ▶ Please encourage your Search Committee Chairs to complete the survey



1:47 PM  
6/19/2019



# Update on ADVANCE Sustainability Activities

- 2018/19 was the first year Academic Affairs provided full support to and lead for these programs: STEAD, LAUNCH, New Women Faculty Fall Reception, Fall New Faculty Network Welcome event.
- LAUNCH
  - Extend past tenure
  - Flexible committees assembled with mentee input
  - Reach out to previous and new hires
  - Will need faculty to serve on these committees and the help of department chairs



# Reference Checks for Tenured Hires - Pilot

- For tenured faculty only
- 17 tenured hires required reference checks in 2018-19
- 26 contacts were made with prior institutions in 2018-19



# Academic Worklife Program Changes

- REFOCUSING ON ORIGINAL INTENT OF PROGRAM:
  - Sufficient leave to recuperate as close to the child's arrival as possible
  - A quarter with no teaching as close to the child's arrival as possible
- TECHNICAL CHANGES BY UCOP TO APM 760:
  - Two quarters (not one) of ASMD for faculty who give birth
  - Summer births/placements – 3 quarters of ASMD





# WRAP-UP AND EVALUATIONS

*THANK YOU FOR FILLING OUT YOUR EVALUATION  
AND LEAVING IT ON YOUR TABLE*