



# Academic Federation Administrative Series Personnel Committee (AF - ASPC)

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# What is the Administrative Series Personnel Committee (ASPC)?

## AF standing committee

- Members appointed by AF Committee on Committees
- Two year commitment
- Term is September 1 - August 31 (Spring is busy!)

## Membership

- 1 Academic Administrator
- 2 Academic Coordinators
- 1 member of the Academic Federation at-large
- 1 Academic Senate member

## AF Titles reviewed

- Academic Administrator
- Academic Coordinator
- Assistant Law Librarian, Associate Law Librarian
- Assistant University Librarian, Associate University Librarian

# What process is used by ASPC?

Read the dossier

Discuss the record of work - including candidate's statement, Department and Dean's letters, position description, publications, grants, awards, etc.

Compare the record of work to the candidate's position description and to the criteria outlined in APM-370 and APM-375; note if adjustments are needed.

Evaluate Administration/Coordination, Professional Competence and University and Public Service

Consider whether peer and voting plans were referenced and followed in the Department.

Vote on the action; recommendation made to Vice Provost or Dean

# The UC Davis Step Plus system

- Under Step Plus, candidates are eligible for merit advancement after normative time (2 or 3 years)
- Step Plus guidelines have been written for
  - Academic Administrator
  - Academic Coordinator
  - Asst/Assoc University Librarians
- Academic Federation members drafted and reviewed the guidelines during their development

## Step Plus System

Overview of the  
Step Plus System

Suggestions for Conducting  
Departmental Votes

Guidelines for Advancement -  
Senate

Guidelines for Advancement -  
Federation

Guide for Step Plus Promotions and  
Barrier Reviews

Above Scale Merits in  
the Step Plus System

Step Plus Salary Tables

Historical Documentation

Frequently Asked Questions

**These are interim guidelines.** These guidelines are to be used in addition to the policies, procedures, and exhibits provided in the [Academic Personnel Manual \(APM\)](#) and [APM-UCD](#). If an apparent conflict between the APM and the Step Plus guidelines is discovered, please contact Academic Affairs for guidance.

[Academic Administrator Series](#)

[Academic Coordinator Series](#)

[Adjunct Professor Series](#)

[Assistant/Associate University Librarian/Law Librarian Series](#)

[Continuing Educator Series](#)

[Health Sciences Clinical Professor Series](#)

[Professional Researcher Series](#)

[Project Scientist Series](#)

[Specialist in Cooperative Extension Series](#)

[Specialist Series](#)

[University Extension Teacher Series](#)

Note: Service in a compensated position (e.g., dean, associate dean, department chair) does not constitute outstanding service in Step Plus. Outstanding accomplishments in the administrative position are recognized at the time of review in that position. Service beyond that expected of the administrative position may warrant additional half-step advancement.

# Step Plus Guidelines for Academic Federation

# The UC Davis Step Plus system

- Candidates are eligible for merit advancement after normative time (2 or 3 years)
  - Candidates will be considered for all options:
    - no advancement, 1.0, 1.5, or 2 step advancement
  - If a candidate defers, they are eligible the next year
  - There are no accelerated merits in Step Plus
  - Promotions may still be accelerated in time, but then can only be considered for 1 step



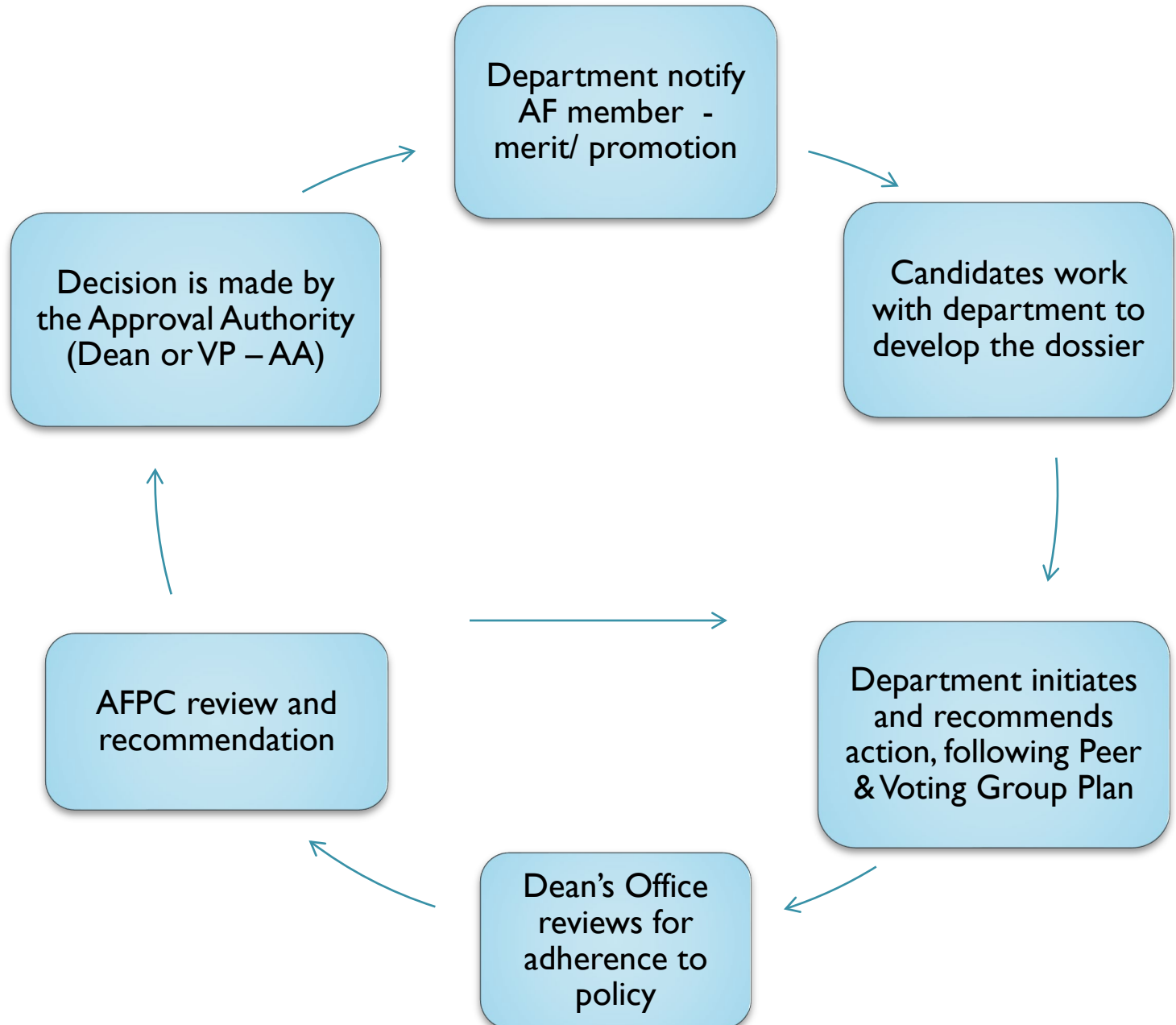
# The UC Davis Step Plus system

“Regular” advancement, for meritorious performance in all areas of review, is 1 step on a salary scale (2 increments on salary scale without steps)

Under Step Plus:

- Outstanding performance in any one area of review qualifies for 1.5-step advancement (3 increments)
- Outstanding performance in two areas of review, qualifies for 2.0-step advancement (4 increments)
- Advancement of >2.0 steps can occur, but is extremely rare

# How did the dossier get to the committee?





## What is in the Dossier?

Candidate's Statement: Personal statement (up to 5 pages) that reflects back over the review period, includes:

1. describes the relevance of important achievements,
2. highlights significant accomplishments,
3. discusses how challenges were overcome,
4. explains the impact of the work

*Tip! Write for a broad audience of people who are outside your academic discipline, use formatting styles to draw attention to specific sections or topics, avoid acronyms and lists.*

Position Description: AF appointees should have a *current position description* which includes percentage of time allotted for each category of responsibility. Position Description sets the standard for expectations at appointment and for advancement

Organizational chart: When clearly written is helpful to show how the position fits within a larger unit, who the appointee supervises, etc.

## What else is in the Dossier?

- Dean's Letter: If applicable, Dean reviews the dossier and writes a letter of support or non-support of the action.
- Department Letter: Usually written by the Chair, reflects the department's views on the performance of the candidate, views of the Peer Group, as well as the vote of the Peer and Voting Group(s).
- Lists: Grants, honors, awards, presentations
- Publications: Also, contributions to jointly authored works
- Teaching Activities: Classes taught, lectures given, students mentored, (if applicable)
- Supporting Documents: Submitted in support of the candidate's performance. Copies of publications, books, educational materials, multi-media, outreach materials, etc.
- Extramural Letters: For some actions, opinions as to the quality of the work or service are sought from individuals outside of UC Davis.

# What's in a Candidate's Statement?

Candidate's statement is highly valued by the personnel committees to help us understand your role in activities, especially when traditional metrics don't capture your contributions.

- Administration/management/Coordination of programs:
  - Describe, as it relates to the mission of the program;
    - Academic program planning and development; evaluation of activities
    - Assessment of program and constituency needs
    - Development of proposals for extramural funding of campus programs
    - Liaison representation with agencies, institutions in the public/private sectors
    - Supervision of other academic appointees or staff
- Professional Competence:
  - Describe evidence of continued professional growth in your field ;
  - i.e. Academic Coordinators will provide intellectual leadership and scholarship to their programs; describe how this has been accomplished.
  - Describe evidence of your ability to work effectively with academic peers.
- University and public service:
  - List evidence of your participation in the governance activities of your Department, College, or the University;
  - List evidence of your participation in public service, volunteer work, etc.

# What is MIV and do I have to use it?

MIV = MyInfo Vault

MIV is an online database that houses academic personnel research, creative activity, teaching and service data.

Specific fields capture data on research, creative activity, teaching and service.

MIV users create electronic dossiers. Departments have Academic Personnel staff to enter data. Candidates can enter their own data.

MIV is used to route electronic dossiers to other users (e.g. from Department to Dean to Personnel Committee, etc).

All schools and colleges on the Davis campus now use MIV.

MIV has significantly improved the ability of the personnel committees to conduct reviews efficiently and in a timely manner.

# Where can I find more info...

## Academic Federation

<https://academicfederation.ucdavis.edu/>

## Vice Provost - Academic Affairs

<https://academicaffairs.ucdavis.edu/>

Resources →

Academic Federation →

Academic Federation Series FAQs →

Academic Administrator / Coordinator