Academic Personnel

School of social sciences, humanities and arts

UNIVERSITY OF CALIFORNIA
MERCED

Meet the SSHA AP STAFF

Amanda Khamo
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Jeff Fuller

https://ssha.ucmerced.edu/about/administrative-resources/academic-personnel

What is Academic Personnel?

SSHA Academic Personnel Office Primary Services

❖ Recruitment, appointment, appraisal, promotion, equity review, and separation for all academic appointments
  ▪ Senate and Non-Senate Faculty
  ▪ Undergraduate Readers, Postdoctoral Scholars, Specialist Series, Academic Coordinators, Project Scientists, Visiting Scholars, Endowed Chairs and any other applicable titles
❖ Coordinate visas including, J-1, H-1B, TN, F-1with OPT/CPT status, and Permanent Residency
❖ Coordinate Conflict of Commitment approvals and annual reporting
❖ Provide information, process, and facilitate leaves
  ▪ Sabbatical, FML, Other; Accommodations; Course releases (Pre-tenure, ASMD, Service, etc.)
❖ Process School level appointments (Department Chairs, Academic Administrative titles)
❖ Provide guidance and process Senate Faculty Protected Research Requests
❖ Process Senate Faculty Summer Teaching appointments
❖ Provide school level trainings related to all functions above
  ▪ Digital Measures system, AP Recruit system, Chair Recruitment trainings
❖ Identity Management for all academic appointees (email accounts and accesses)

Senate Faculty Advancement & Promotion

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Merits/Promotions/Appraisals:

SSHA Personnel Action Faculty Resources
https://ucmerced.box.com/v/SSHA-Candidate-Resources

Merced Academic Personnel Policies & Procedures
http://academicpersonnel.ucmerced.edu/policies/merced-academic-personnel-policies-procedures
Professor Series primary section: 2014 - Merit, Promotion, Appraisal Review
LSOE Series primary section: 2054 - Merit, Promotion, Appraisal Review

University of California, Academic Personnel Manual
http://www.ucop.edu/academic-personnel/academic-personnel-policy/
Professor Series primary sections: 160, 210-1, and 220
LSOE Series primary section: 285

Digital Measures Login
https://www.digitalmeasures.com/login/ucmerced/faculty/maintaindata/manageData.do
http://academicpersonnel.ucmerced.edu/resources/digitalmeasures
If you experience any problems logging in, try using a different web browser. If you need assistance with the log
in or have questions as your prepare your dossier, please contact Becky Smith
(rsmith7@ucmerced.edu) or Amanda Khamo (akhamo@ucmerced.edu).

Academic Case Review System Login
http://academicpersonnel.ucmerced.edu/resources/academic-case-review-system-acrs

What is Digital Measures?

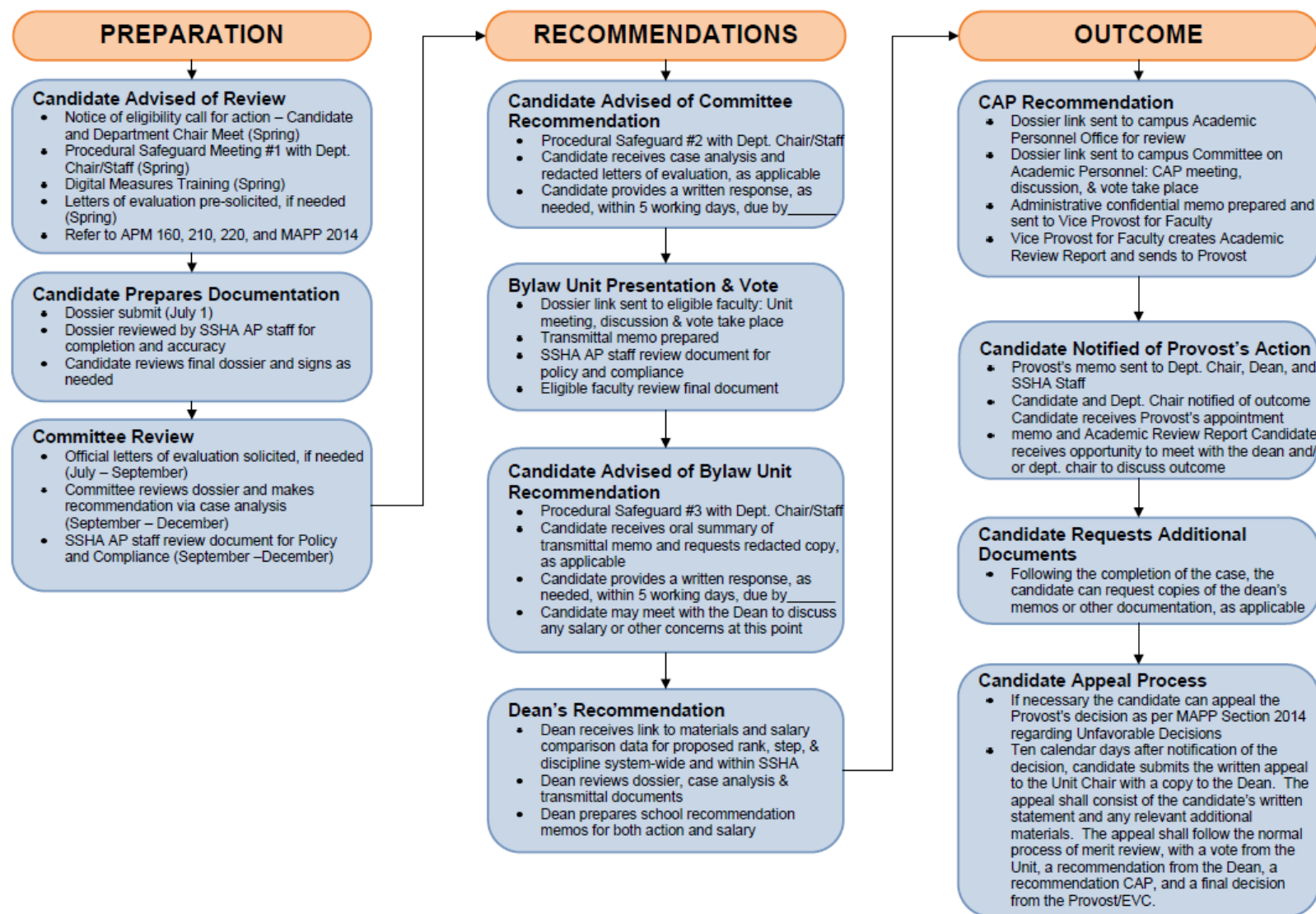.:Digital Measures

- On-Line Information Management System
- Allows you to store your data
- Allows you to update your data
- Covers all Teaching, Research, and Service Activity
- Transfers Faculty Courses from BANNER
- MS Word Compatible Reporting
- Creates Professional CV's
- Creates Annual Reporting

https://www.digitalmeasures.com/login/ucmerced/faculty/maintaindata/manageData.do

SSHA Senate Faculty Promotion & Mid Career Appraisal Process

PREPARATION

Candidate Advised of Review
- Notice of eligibility call for action – Candidate and Department Chair Meet (Spring)
- Procedural Safeguard Meeting #1 with Dept. Chair/Staff (Spring)
- Digital Measures Training (Spring)
- Letters of evaluation pre-solicited, if needed (Spring)
- Refer to APM 160, 210, 220, and MAPP 2014

Candidate Prepares Documentation
- Dossier submit (July 1)
- Dossier reviewed by SSHA AP staff for completion and accuracy
- Candidate reviews final dossier and signs as needed

Committee Review
- Official letters of evaluation solicited, if needed (July – September)
- Committee reviews dossier and makes recommendation via case analysis (September – December)
- SSHA AP staff review document for Policy and Compliance (September –December)

RECOMMENDATIONS

Candidate Advised of Committee Recommendation
- Procedural Safeguard #2 with Dept. Chair/Staff
- Candidate receives case analysis and redacted letters of evaluation, as applicable
- Candidate provides a written response, as needed, within 5 working days, due by_____

Bylaw Unit Presentation & Vote
- Dossier link sent to eligible faculty: Unit meeting, discussion & vote take place
- Transmittal memo prepared
- SSHA AP staff review document for policy and compliance
- Eligible faculty review final document

Candidate Advised of Bylaw Unit Recommendation
- Procedural Safeguard #3 with Dept. Chair/Staff
- Candidate receives oral summary of transmittal memo and requests redacted copy, as applicable
- Candidate provides a written response, as needed, within 5 working days, due by_____
- Candidate may meet with the Dean to discuss any salary or other concerns at this point

Dean's Recommendation
- Dean receives link to materials and salary comparison data for proposed rank, step, & discipline system-wide and within SSHA
- Dean reviews dossier, case analysis & transmittal documents
- Dean prepares school recommendation memos for both action and salary

OUTCOME

CAP Recommendation
- Dossier link sent to campus Academic Personnel Office for review
- Dossier link sent to campus Committee on Academic Personnel: CAP meeting, discussion, & vote take place
- Administrative confidential memo prepared and sent to Vice Provost for Faculty
- Vice Provost for Faculty creates Academic Review Report and sends to Provost

Candidate Notified of Provost's Action
- Provost's memo sent to Dept. Chair, Dean, and SSHA Staff
- Candidate and Dept. Chair notified of outcome Candidate receives Provost's appointment memo and Academic Review Report Candidate receives opportunity to meet with the dean and/ or dept. chair to discuss outcome

Candidate Requests Additional Documents
- Following the completion of the case, the candidate can request copies of the dean's memos or other documentation, as applicable

Candidate Appeal Process
- If necessary the candidate can appeal the Provost's decision as per MAPP Section 2014 regarding Unfavorable Decisions
- Ten calendar days after notification of the decision, candidate submits the written appeal to the Unit Chair with a copy to the Dean. The appeal shall consist of the candidate's written statement and any relevant additional materials. The appeal shall follow the normal process of merit review, with a vote from the Unit, a recommendation from the Dean, a recommendation CAP, and a final decision from the Provost/EVC.

APM 025 – Conflict of Commitment

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Conflict of Commitment and Outside Activities of Faculty Members

Annual Reporting and Prior Approval

You must receive prior approval to engage in **Category I** activities outside the University:

♦ TEACHING   ♦ RESEARCH   ♦ ASSUMING A FOUNDING/CO-FOUNDING ROLE OF A COMPANY   ♦ EMPLOYMENT OUTSIDE THE UNIVERSITY

♦ ADMINISTRATION OF A GRANT AT AN EDUCATIONAL INSTITUTION, TRUST, ORGANIZATION, GOVERNMENT AGENCY, OR FOUNDATION

♦ ASSUMING AN EXECUTIVE OR MANAGERIAL POSITION OUTSIDE OF THE UNIVERSITY.

Annual Reporting Only

You must report annually any **Category II** activities:

♦ ADDITIONAL UNIVERSITY-COMPENSATED TEACHING (NOT INCLUDING SUMMER SESSION)   ♦ PROVIDING A WORKSHOP FOR INDUSTRY

♦ CONSULTING OR TESTIFYING AS AN EXPERT OR PROFESSIONAL WITNESS   ♦ PROVIDING OUTSIDE CONSULTING SERVICES

♦ SERVING ON THE BOARD OF DIRECTORS OUTSIDE OF THE UNIVERSITY

♦ PROVIDING OUTSIDE CONSULTING OR COMPENSATED PROFESSIONAL ACTIVITIES

Number of Days

A full-time faculty member on an academic-year appointment normally may engage in outside professional activities for up to

♦ **39 days** ♦

from the start of the fall term through the end of the spring term (including intersession).

There are no restrictions on the number of days of outside professional activity for academic-year faculty during the summer months unless an academic-year faculty member is receiving University compensation for the summer. If an academic-year faculty member is receiving University summer compensation, then the applicable limit on outside professional activities is the equivalent of one day per week during the period in which compensation is received (unless a funding agency specifies otherwise).

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-025-07-01.pdf

Processes appointments for Non-Senate Faculty

Lecturers:
Designated individuals (non-senate faculty) who have full or partial responsibility for instruction of assigned courses for a specified period of time.

Continuing Lecturers:
A lecturer that has reached their 12th semester of service, has gone through an excellence review, was deemed excellent and as a result achieved Continuing Status.

Undergraduate Student Readers:
Have a defined responsibility to assist with reading and grading of student papers and examinations to help instructors with enrollment of 31 or above, course does not have an appointed TA, and show the number of required papers and homework assignments is such that additional assistance is necessary.

Senate Faculty recruitment

Jeff fuller

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Senate Faculty Recruitment
Hiring new professors to teach and research at UC Merced.

Search Committee Interface
- Initiating the recruitment
- Advertisements
- Applicant inquiries
- Search reports

Candidate Selection/Coordinate campus visits
- Travel
- Visit schedule
- Expense reimbursement

Post Candidate Selection
- Recruitment budget reconciliation
- House hunting
- Relocation

Additional Functions of Academic Personnel

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Academic appointments:
- Postdoctoral Scholars
- Specialists
- Researchers
- Visiting Scholars
- Visiting Professors
- Any other appointment addressed in APM

Leaves & Accommodations
- Family Medical Leave
- Active Service Modified Duties
- Sabbatical leaves
- Other leaves

Visas:
- H-1B
- J-1
- TN
- F-1 OPT/CPT status coordination
- Permanent Residency

Other:
- Protected Research Requests (Course Buyouts)
- Policy review
- Equity comparisons
- Faculty email account set up/troubleshooting