PERSONNEL SERVICES
SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS

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

UNIVERSITY OF CALIFORNIA
MERCED

What is Academic Personnel?

MEET OUR TEAM

Becky Smith, *Assistant Dean, Personnel*
rsmith7@ucmerced.edu

Ian Cooke, *Academic Personnel Analyst*
icooke@ucmerced.edu

Amanda Khamo, *Sr. Academic Personnel Analyst*
akhamo@ucmerced.edu

Joe Swann, *Academic Personnel Analyst*
jswann@ucmerced.edu

Vanessa Woodruff, Sr. *Academic Personnel Analyst*
vwoodruff@ucmerced.edu

Andrea Villarreal, Academic Personnel Coordinator
svillarreal6@ucmerced.edu

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SSHA PERSONNEL SERVICES OFFICE FUNCTIONS

- ▶ Recruitment, appointment, appraisal, promotion, equity review, and separation for all academic, staff, and UG student appointments

- ▶ Coordinate visas including, J-1, H-1B, TN, F-1with OPT/CPT status, and Permanent Residency

- ▶ Conflict of Commitment advisement, 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/Non-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

SSHA Personnel Action Faculty Resources

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
Professor Series primary sections: 160, 210-1, and 220
LSOE Series primary section: 285

Digital Measures Login
If you experience any problems logging in, try using a different web browser.

Academic Case Review System (ACRS) Login

What is Digital Measures?

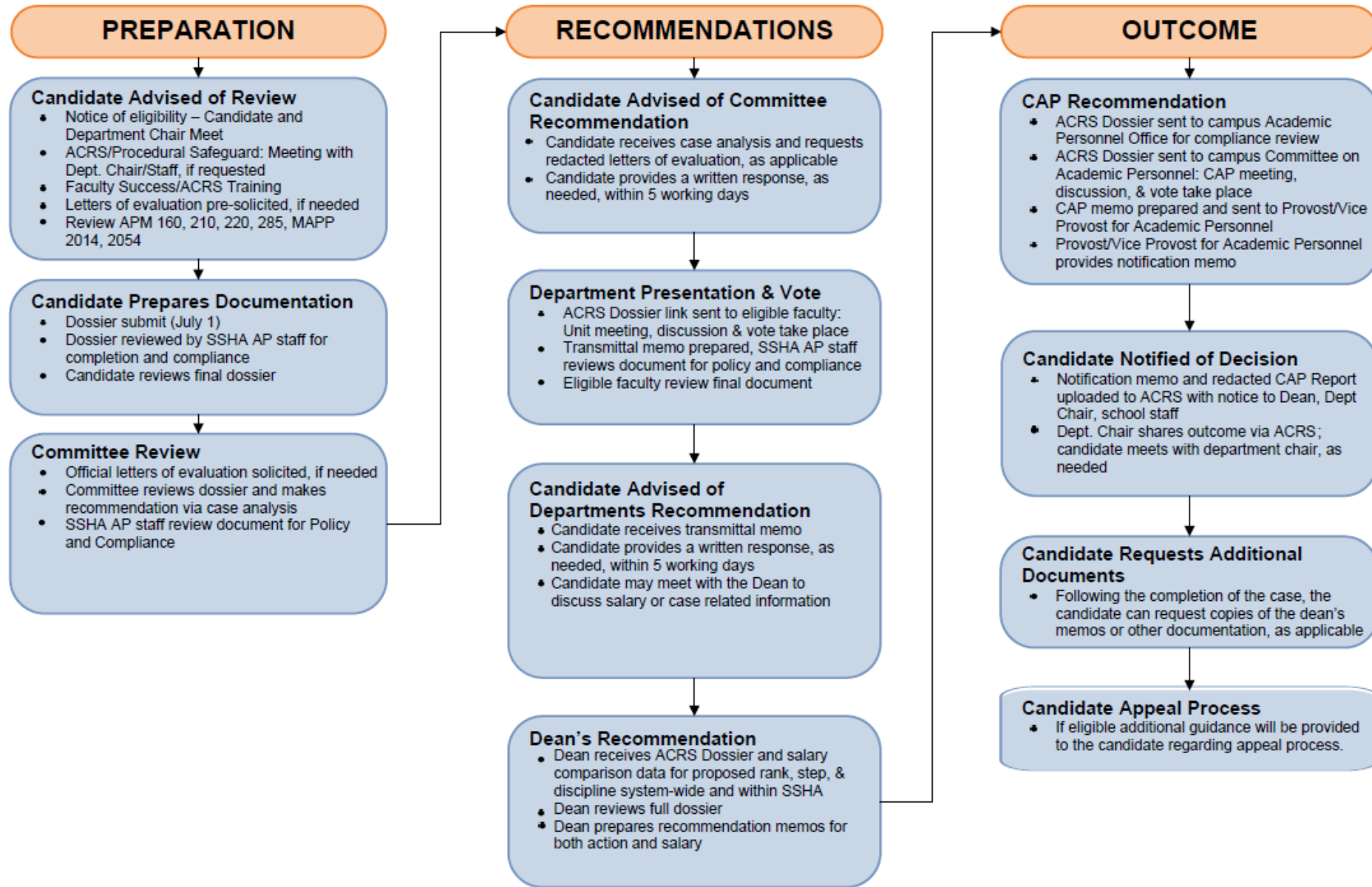.::**Digital**Measures

- 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 – Candidate and Department Chair Meet
- ACRS/Procedural Safeguard: Meeting with Dept. Chair/Staff, if requested
- Faculty Success/ACRS Training
- Letters of evaluation pre-solicited, if needed
- Review APM 160, 210, 220, 285, MAPP 2014, 2054

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

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

RECOMMENDATIONS

Candidate Advised of Committee Recommendation
- Candidate receives case analysis and requests redacted letters of evaluation, as applicable
- Candidate provides a written response, as needed, within 5 working days

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

Candidate Advised of Departments Recommendation
- Candidate receives transmittal memo
- Candidate provides a written response, as needed, within 5 working days
- Candidate may meet with the Dean to discuss salary or case related information

Dean's Recommendation
- Dean receives ACRS Dossier and salary comparison data for proposed rank, step, & discipline system-wide and within SSHA
- Dean reviews full dossier
- Dean prepares recommendation memos for both action and salary

OUTCOME

CAP Recommendation
- ACRS Dossier sent to campus Academic Personnel Office for compliance review
- ACRS Dossier sent to campus Committee on Academic Personnel: CAP meeting, discussion, & vote take place
- CAP memo prepared and sent to Provost/Vice Provost for Academic Personnel
- Provost/Vice Provost for Academic Personnel provides notification memo

Candidate Notified of Decision
- Notification memo and redacted CAP Report uploaded to ACRS with notice to Dean, Dept Chair, school staff
- Dept. Chair shares outcome via ACRS; candidate meets with department chair, as needed

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 eligible additional guidance will be provided to the candidate regarding appeal process.

STEPS AND ACCELERATION

Chart 2014-I – Normal Time in Step					
Assistant	**Associate**	**Full**		**Distinguished Professor**	**Normal Period of Service at**
Step	Step	Step	Step	Step	Period
I					2 years
II					2 years
III					2 years
IV*					2 years
V	I				2 years
VI	II				2 years
	III				2 years
	IV	I			3 years
	V	II			3 years
		III			3 years
		IV			3 years
		V			3 or more years
			VI		3 or more years
			VII		3 or more years
			VIII		3 or more years
			IX		4 or more years
				No Steps/just merits	4 or more years between merit advancements

Chart 2014-II: Promotion from Assistant Professor to Associate Professor (Tenure)

		To Associate Professor			
	Steps	I	II	III	IV
From Assistant Professor	IV or below	Normal	2-year acceleration	4-year acceleration	6-year acceleration
	V	Lateral	Normal	2-Year acceleration	4-year acceleration
	VI		Lateral	Normal	2-year acceleration

Chart 2014-III: Promotion from Associate Professor to Full Professor

		To Full Professor			
	Steps	I	II	III	IV
From Associate Professor	III or below	Normal	3-year acceleration	6-year acceleration	9-year acceleration
	IV	Lateral	Normal	3-Year acceleration	6-year acceleration
	V		Lateral	Normal	3-year acceleration

ACCELERATION
Advancement to a higher step before normal eligibility, or advancement of more than one step in one given review.

- A substantial increase in scholarly and/or creative activities, with particular emphasis on activities in significant venues that would have an impact beyond normal expectation

- The file should demonstrate achievement commensurate with the rank and step being proposed, produced at a rate that is a multiple of what is considered "normal" (e.g. twice as much for a two-step acceleration)

- Prestigious new awards or other such evidence of peer recognition for the impact of scholarly activity, creative work, or teaching

- Service to the discipline, University, and/or society that is transformative in nature.

APM 025:

CONFLICT OF COMMITMENT & OUTSIDE FACULTY ACTIVITIES

▶ Annual Requests to engage in an APM 025 Category I activity

▶ Requests to involve students in an outside professional activity

▶ Report and record time engaged in APM 025 Category I and II activities

▶ Annually certify outside professional activities that are subject to APM 025, 240, and 246*

▶ The annual reporting period is July 1 through June 30.

▶ Senate faculty, Deans and full-time faculty administrators are required to certify and submit their activities by September 30.

▶ **Reporting and Prior Approval** will be routed through OATS for review and approval

▶ **Max Number of Days: 39 Days**

▶ A full-time faculty member on an academic-year appointment normally may engage in outside professional activities for up to 39 days.

▶ https://academicpersonnel.ucmerced.edu/OATS_Portal

NON-SENATE FACULTY (UNIT 18 LECTURERS) AND UNDERGRADUATE STUDENT READERS

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

Recruitment Resources

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

https://ucmerced.box.com/v/RecruitmentBinder

UNDERGRADUATE STUDENT HIRES & INDEPENDENT CONTRACTORS

Student Hires

- Student assistants normally work less than fifty percent, except for semester breaks or during the summer, during which time the student may work up to full-time.

- Student assistant positions are reserved for registered undergraduate and graduate students of the University of California, Merced.

- The appointment is temporary.

- Working hours are irregular.

- Work is secondary to the student's academic and student life.

- Work schedules are flexible enough to support the academic program of the student

More Resources

Independent Contractors

▶ **Who can be independent contractors?**

- Bona fide business – sole proprietors or those who work for a company

▶ **How to verify an independent contractor?**

- Business cards, letterhead, and office address, TIN

▶ **Who cannot be an independent contractor?**

- Any student (from UCM or any other UC'S), GSR, TA, Faculty or Staff in the last 18 months. In addition, if there is a title code for the job being performed, it is not IC, but employment.

▶ **How to handle International IC requests?**

- Just like regular IC request, send form/information with Job description/scope of work, payment amount, anticipated duration, name of the candidate and a resume.

▶ **Can we pay stipends instead?**

- No, stipends are for UCM staff and not for work performed without a contract.

Student Employee Casual-Restricted Status

UC MERCED
Student Employment Services

Recommended			
STUDENT ASSISTANT PAY SCHEDULE			
EFFECTIVE 01/01/2023			
	Title Code	Minimum	Maximum
Student Assistant 1	4922	$15.50	$16.88
Student Assistant 2	4921	$15.50	$17.73
Student Assistant 3	4920	$15.50	$18.61
Student Assistant 4	4919	$15.50	$19.53

INDEPENDENT CONTRACTS & AB 5 EMPLOYMENT STATUS

➤ Assembly Bill 5, recently signed into law, replaces the common law test with the ABC test to determine whether a worker is an employee or independent contractor in California. Effective January 1, 2020, hiring entities are required to classify workers as employees unless they meet **all** conditions of the ABC test:

  A. The person is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact.

  B. The person performs work that is outside the usual course of the hiring entity's business.

  C. The person is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

➤ **Note:** After January 1, 2020, workers will be considered employees unless proven otherwise. The hiring entity must show that workers meet all conditions of the ABC test in order to classify them as independent contractors, unless there is a statutory exclusion or determination of employment. AB 5 does not change how out-of-state workers are classified.

➤ https://ssha.ucmerced.edu/faculty-resources/personnel-services/independent-contractor-requests

ADDITIONAL FUNCTIONS & DUTIES:

Academic & Staff appointments:
- Postdoctoral Scholars
- Specialists
- Researchers
- Visiting Scholars
- Visiting Professors
- Any other appointment addressed in APM
- Staff Research Associates
- Blank Assistants
- Any other staff appointments for faculty

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

Faculty Protected Research Time: External Buyouts using Extramural Funding

WHO IS ELIGIBLE?	Senate faculty with extramural grant funding
PURPOSE	Allows faculty members to expand time and funds available for research and scholarship. It also sanctions sponsors covering legitimate costs of faculty effort in research during the academic year, thereby freeing university research funds to invest in other forms of scholarly activity.
MAXIMUM INSTRUCTIONAL RELIEF	1 course annually. Also restricted to no more than 3 courses over a 5-year period. Schools or academic units may have more restrictive policies.
COST	1/6th of 9-month salary + benefits per course (3-4 unit courses only). This is consistent with 6 equivalent courses per year being a 100% teaching load.
POLICY: IN RESIDENCE & SERVICE REQUIREMENTS	Participants in faculty protected research time are expected to remain in residence for the duration of the instructional workload reduction semester and must continue to be fully engaged in a normal portfolio of service commitments to department, campus, and profession.
POLICY: FUNDING	Faculty member must have extramural funding to pay for external buyouts. Instructional workload reduction normally occurs in actual semester of buyout, but regardless the research effort must be contributed and certified during the semester that the sponsor funds are used.
POLICY: SABBATICAL LEAVE	Instructional relief may not be used in conjunction with sabbatical leave. Sabbatical leave credit continues to accrue.
POLICY: MINIMUM TEACHING REQUIREMENTS	After consultation with the unit chair and graduate group chair, the Dean should ensure that the faculty member teaches at least one course that contributes significantly to the program (e.g., required or undergraduate course), or general education and/or represents significant service (e.g., large survey courses). Schools or academic units may have more restrictive policies.
APPROVAL	Requires Chair's, Dean's, and EVC's approval
EXCEPTIONS	By request and must be justified and then approved by Chair, Dean, and EVC
USE OF SALARY SAVINGS	If the faculty member chooses to reduce teaching load, 100% of state-funded salary dollars released by the instructional workload reduction will be retained by the School. The first call on the released funds will be replacement of unmet teaching needs. Conversely, if teaching release is not taken, then, at the discretion of the Dean, some fraction of the released salary funds may be reinvested in appropriate research and scholarship expenses of the faculty member.
REPORTING	Deans must report annually to EVC on amount of dollars released and how the funds were used.

QUESTIONS?