

# Chair's Fall Forum, Part II

## Updates and Pleas

Fall 2015



# Thank you!

- The job of Department Chair is an increasingly complex and difficult one.

Thank you for your service to the University-  
the survey re serving as Chair closed  
yesterday and we will collate, digest, and  
distribute the results

The role you play in the academic lives of  
faculty and students is really important.



# Chair 201 sessions

- October: “All things bylaw 55”, Cherysa Cortez
- November: “The Chairs' roles and responsibilities in the M/P process”, VPAP
- December: “Joint appointments and joint searches”, VPAP and Assoc Provost
- January: “Recruitment best practices”, TBA
- February: “Leaves (deep-dive)”, Sara Umali
- March: “Stalled Faculty” Workshop discussion

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# Thank you!

- UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.
- Advancement through the faculty ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2-3 years, each of which includes substantial peer input.



# Spring Chair's Workshop

- [http://academicpersonnel.ucr.edu/department\\_chair\\_info/2014-2015/spring/Ameae%20Walker%20Spring%202015%20Chair's%20workshop%20Notes%20from%20Working%20Session.pdf](http://academicpersonnel.ucr.edu/department_chair_info/2014-2015/spring/Ameae%20Walker%20Spring%202015%20Chair's%20workshop%20Notes%20from%20Working%20Session.pdf)



**APRecruit Example Search Criteria:** Where appropriate, modified with something like “commensurate with stage of career” for open searches.

- Relevance of training and past research to job description
- Number of papers published/exhibitions curated etc
- Quality and impact of the work published/produced
- Previous history of extramural funding, previous awards and fellowships
- Quality of training during graduate and post-doctoral period
- Stature of referees, quality of letters of recommendation



**APRecruit Example Search Criteria:** Where appropriate, modified with something like “commensurate with stage of career” for open searches.

- Teaching evaluations
- Experience in course development
- Teaching experience fit with department need
- Likelihood of collaborative interactions in dept. or on campus
- Evidence of good citizenship
- Level of diversity or commitment to diversity brought to the department



# APRecruit applicant evaluation form

Please enter the Search Criteria in the approved Search Plan for this recruitment as documented in APRecruit. The applicant should be evaluated based on the following Search Criteria (*expressed as relative to stage of career*):

	Excellent (5)	Good (4)	Neutral (3)	Fair (2)	Poor (1)	Unable to Judge
*Ex: Potential or Demonstrated ability to attract , work with and teach diverse students.						
Ex: Relevance of training and past research to job description						

\*Enter criteria on separate lines as applicable.

may be customized by colleges/schools/units according to their respective processes and needs. Customizations of this form should be reviewed by Office of Faculty and Staff Affirmative Action.





# Example APRecruit: Selection Process

- Every committee member will review every file.
- Files will be classified by whether or not they fulfill minimal, required qualifications
- Remaining files will be scored according to listed criteria
- Top scoring candidates will be discussed and presented to department
- Department will discuss and vote on whom to interview



# Example APRecruit: Selection Process

- After affirmative action and Dean's approval of this short list, candidates will be invited for a 2-day interview when they will present a research seminar, a chalk talk on their future research goals, meet individually with faculty, meet with graduate students, tour facilities and attend social events.
- After the conclusion of interviews, department faculty will meet to discuss each candidate and vote on their top candidate and those considered qualified alternates

# Updates

- **Interview reports once someone is hired-due 30 days after close of search (Official offer by Chancellor accepted or failed or cancelled search).**
- The absence of these is monitored by systemwide through APRecruit and their absence means we are not in compliance with Office of Federal Contract Compliance Programs. We have to impose a hold on any new recruitments in departments that have not completed these. What is written has to justify your choice. These justifications are subject to disclosure.



# Processing of APRecruitments

- This is a plea

The recruitment plan has been produced by one or more persons, has gone through the department chair, a staff member in the Dean's office, and the Dean before it reaches me, but I frequently find mistakes.



# Advertisements

## Another plea

- Advertisements for faculty positions are a public face of UCR. It is really important that advertisements represent us well. Proof read very carefully
- Advertise your department and UCR!



# Examples: Advertise!

Searching for outstanding/accomplished faculty with expertise in...

Will join a dynamic group with focus on...

Complementary strengths on campus include ...

State of the art facilities in .....

Beautiful campus nestled in the foothills....

The University of California, Riverside is situated in an historic citrus growing area surrounded by mountain ranges. Riverside is about an hour away from ski slopes, surfing, or hiking in mountain or desert environments, and housing in the area is very affordable (many assume housing in So Cal is all expensive).

The campus is also located in a prime position to take advantage of other universities, research institutes and biotech industries present in Southern California (collaboration possibilities and better for 2-career families)



# Searches: Important Issues

- Be sure to remind **all faculty** who will meet with candidate about questions they cannot ask any candidate, no matter how well intended.
- An updated list will be available soon from Office of Faculty and Staff Affirmative Action



# Appointment dates and UCRetirement Plan

- UCOP Sept 4<sup>th</sup> memo from Dwaine Duckett, Vice Provost Human Resources, and Susan Carlson, Vice Provost Academic Personnel  
“To ensure UC retains its competitiveness in recruitment, new faculty who sign contracts and begin employment between now and the next fiscal year will be members of the 2013 UCRP tier; *their appointment dates must begin no later than June 30, 2016*”





# Appointment dates and UCRP

- Newly recruited faculty may be placed on immediate leave without salary -LWOS (up to 1 year). If this occurs **before** July 1 2016, they will be eligible for 2013 UCRP tier.
- All previously-issued appointment letters need to be modified by addition of a signed addendum
- Candidate academic review cycles will be as if appointed July 1.



# E-File Helpful Tips

- **How to see an efile before officially in your queue – i.e. how to help faculty members put their efile together**
- If a faculty member wishes, they can ask the assigned academic personnel assistant to add the Chair as a “data entry assistant” so that you can view a file under construction and help a faculty member develop it. This is far more efficient than waiting to see as chair when in all likelihood you are up against a deadline.



# E-File Updates/Clarifications

- Grants: Declined v Denied issue

By 9/30/2015 will say Declined by candidate v Not awarded

- True Co-PI NIH grants – explain in place provided
- Successful competitive Pre-proposals can be listed under “Other” and discussed in Department letter
- Teaching for more quarters may be included in file so that those who have been on sabbatical, or who are up for an acceleration, have a sufficiency of evidence in the file to support the quality of their teaching



# E-File Extramural letter solicitation update

- In the Spring we said we had hoped this would be deployed, at least as a pilot.
- It is in testing, but we didn't want it deployed without thorough testing – would be bad advertising for the University if there were problems.
- Will keep you updated.



# Common mistakes in e file

## Service

- 1) Inaccurate listings e.g. Keynote speaker –usually only one at a conference, Plenary speaker – usually a major speaker at a conference – see CAP definition in glossary in 2015-2016 Call.
- 2) Not indicating something about the time commitment if a significant time sink. We don't know unless told!
- 3) Double listings



# Common mistakes in e file

## Publications

- 1) A review article is a scholarly synthesis of published work on a particular topic. Book reviews are a separate category
- 2) Review articles are not technical journal articles even though they may be about technical material
- 3) Peer reviewed means a review (generally anonymous) has been organized by an impartial editor
- 4) Make sure the role played in the publication by the candidate is indicated so that if it is multi-authored the candidate receives appropriate credit – make sure this is correct



5) Make sure candidate uploads a pdf of the publication/artwork/playbill etc. Links are OK as long as the whole publication is available – abstracts or face pages are not sufficient for file reviewers to evaluate the research.

6) Commentaries on the work of others are not technical journal articles

7) If a newer kind of outlet, and as a department you consider it important work, indicate how it received **scholarly** review if it is placed under refereed articles



# Scheduling and turn around times

- Please schedule all regular personnel faculty meetings ASAP and, if involved in a 220 appeal, as soon as the need becomes apparent. This ensures the largest possible attendance and timely processing of files.
- It is the candidate's responsibility to create the file and so the candidate does not need 5 days to review the file
- With the exception of 7<sup>th</sup> year tenure files, which we also want to process in a timely fashion, a request for a late submission of the file must be for **extraordinary reasons**





# APM updates: Contributions to Diversity in Research, Teaching and Service

- APM 210-1-d. “The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities.”

# Stop the Clocks

- APM-133-h – please read actual APM section
- “A faculty member may request to stop the clock during the probationary period for personal reasons, including childbearing, child rearing, serious health condition, disability, bereavement, or significant circumstance or event that disrupts a faculty member’s ability to pursue his or her duties.” “A request to stop the clock should be made as soon as the need becomes apparent.”
- ”For determining years toward the eight year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock **may not exceed two years**”



# Updates

- Approval of Removal expenses (including exceptions) delegated to Deans
- Use of electronic forms and signatures
- Funding for Active Service Modified Duties and Childbearing leave derived from vacant positions retained in the colleges at full salary of vacated position



# Handouts

- Generic Faculty Job Description
- Draft of Cross department/College hiring considerations
- Assisting the Emotionally Distressed Student



# Leaves

- Please ensure as Chair that your faculty members feel that they can take appropriate leaves or active service modified duties
- It is crucial that they not feel guilty, especially about redistribution of teaching to their colleagues if this is what happens – in all probability they will pay it back at some time in the future

