# New Faculty Orientation
**Tuesday, September 20, 2016**

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Vice Provost for

Academic Personnel

# Mission of the University of California

*"The distinctive mission of the University [of California] is to serve society as a center of higher learning, providing long-term societal benefits through transmitting advanced knowledge, discovering new knowledge, and functioning as an active working repository of organized knowledge. That obligation, more specifically, includes undergraduate education, graduate and professional education, research, and other kinds of public service, which are shaped and bounded by the central pervasive mission of discovering and advancing knowledge."*

# How do we assess that you are contributing to the mission?

> Research/Scholarly Activity/Creative Activity

> Teaching

> Service within your research/professional area and service to the university

**The balance among these depends on the series into which you have been hired**

Contributions in each of these areas that promote diversity and inclusion are given special weight.
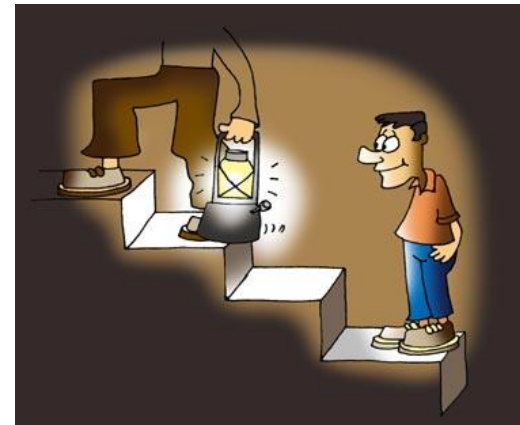
# How do you get it right?- be on campus

> " In order to fulfill those obligations [to the University], faculty members must maintain a significant presence on campus, meet classes, keep office hours, hold examinations as scheduled, be accessible to students and staff, be available to interact with University colleagues, and share service responsibilities throughout every quarter or semester of active service." **Active service includes quarters during which you have no assigned classes**.
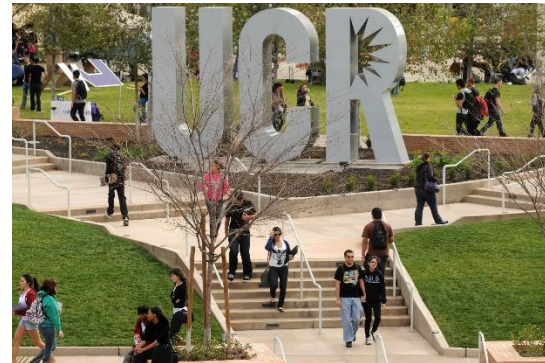
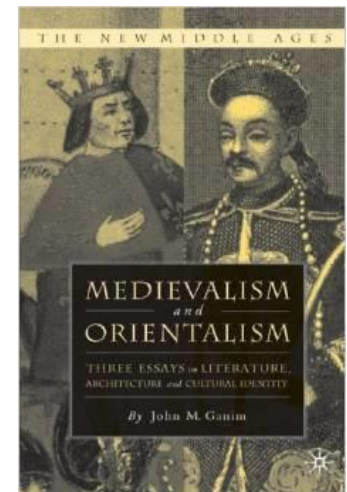# How do you get it right?- mentor

## Find the right mentor

› Maybe your chair, maybe a senior faculty member in your department or another department. Maybe more than one for different purposes

› CHASS http://chass.ucr.edu/about/ed_tech/mentoring_program.html

› CNAS junior faculty program http://cnas.ucr.edu/faculty/

› Women's faculty association- regular workshops + mentoring

› We have an Institutional membership for the National Center for Faculty Development and Diversity
http://www.facultydiversity.org/

› SOM, GSOE, and BCOE have less formal mentoring programs
–talk to your Chair

# How do you get it right?- research

> The level and/or type of research or creative activity varies with the faculty series into which you are appointed and also with discipline or sub-discipline. It is therefore important that you meet regularly with your department chair or mentor to discuss progress.

# How do you get it right?- service

> It is important to be involved, but also important to maintain a balance with the other expectations of your job. You will not be granted tenure if your research is lacking but you have been a wonderful citizen! Nevertheless, it is important to emphasize that your contributions to service are a significant part of the evaluations for your merits and promotions. You will not, for example, be granted accelerations through the merit system if your contributions to service are not commensurate with rank

# How do you get it right?- teaching

›  UCR has many students who are the first in their families to attend college. Your expectations may not be as obvious to them as you anticipate.

›  Think about the economic situation of many of the students when choosing texts etc.

›  Remember that many students have to work while attending UCR and the longer lead time they have for assignments, the more successful they are likely to be. Try to be flexible about office hours so that they can indeed find time to come see you.

# How do you get it right?- teaching

> Student evaluations are a significant source of information about the quality of your teaching during the academic personnel review process. The two most important pieces of advice are 1) to show the students that you care about doing a good job and that they succeed in the course (they will forgive a lot of imperfections under these circumstances) and 2) to ask for help from colleagues or the Academy of Distinguished Teachers  as soon as you receive poor evaluations. Evidence that you have actively sought help and are trying to improve carries weight in the evaluation of personnel files.

> Listen to Vice Provost Larive!

A journey of a thousand miles begins with a single step – *Lao Tzu*



Aspire to Inspire before you Expire –
*Eugene Bell Jr*

# University of California step system

In addition to promotion from Assistant to Associate and Associate to Full Professor, the University of California has a series of intermediate steps (merit actions).

# There are some important advantages to the step system



> Regular deadlines help with productivity

> Your department colleagues are reminded of your research at regular intervals – this promotes interaction and collaboration, and their promotion of your career

> Assessment at regular intervals creates feedback to make sure you are on track for the promotions--- and you get a raise!

# Normal cycle of merit reviews

> Assistant Professor – every 2 years

> Associate Professor – every 2 years until associate IV, when it becomes every 3 years

> Full professor – every 3 years

> Distinguished Professor –every 4 years

# The Academic personnel Review Process at UC

The best system in the world, with lots of checks and balances to ensure fairness and equitable treatment, but that is why it takes so long and why you submit your first file after your first year!

# Your first file will be in 1 year!

What can you do in your first year to document your achievements? – not so difficult for those coming in with tenure

> If you have had teaching release and so there is no, or relatively little, actual teaching in the file, document what you have learned about the classes you will be teaching, how you have developed the classes, and the workshops you have attended etc

# Your first file will be in 1 year!

> Even if you have published something in your first year, chances are that it was something essentially accomplished at your previous institution. Yes, include this, but also talk about how you have begun your UCR research program. Have you submitted a grant or fellowship application? Have you drafted a chapter of your book etc?
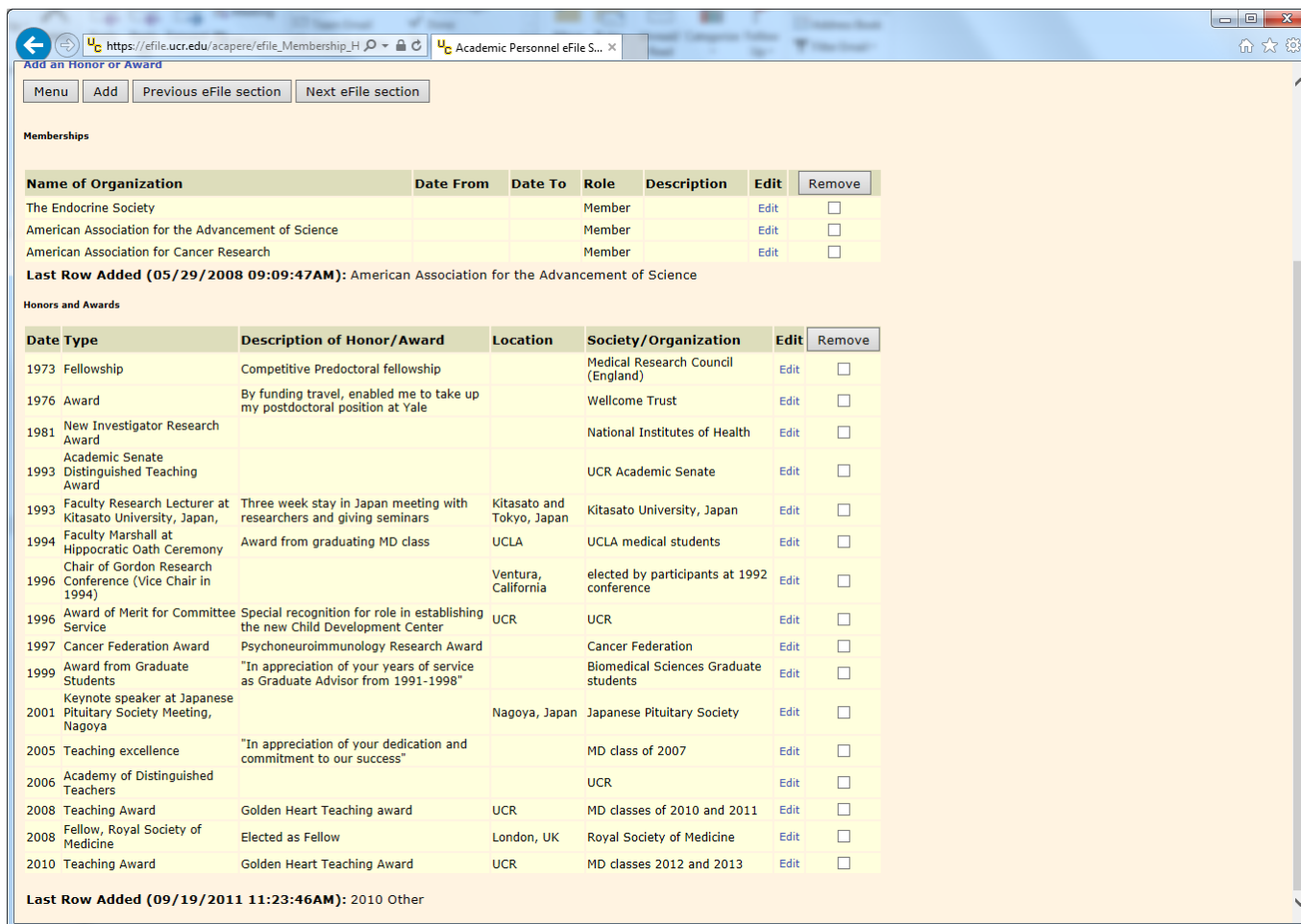
# Your first file will be in 1 year!

> What university and professional service have you participated in? In all likelihood this was a minor activity your first year, but document it. Did you give a talk at a scholarly meeting? Did you advise students or participate in an open house?

# Accomplishments in your file

> Update as you go in efile

# **Normative time until**

> Tenure decision = 6 years
maximum of 7 years with
no *stop-the-clocks*

> From Associate to full
professor = 6 years
no maximum



But if you do well in <span style="color:red">all three</span> areas of
evaluation, you can accelerate up those steps
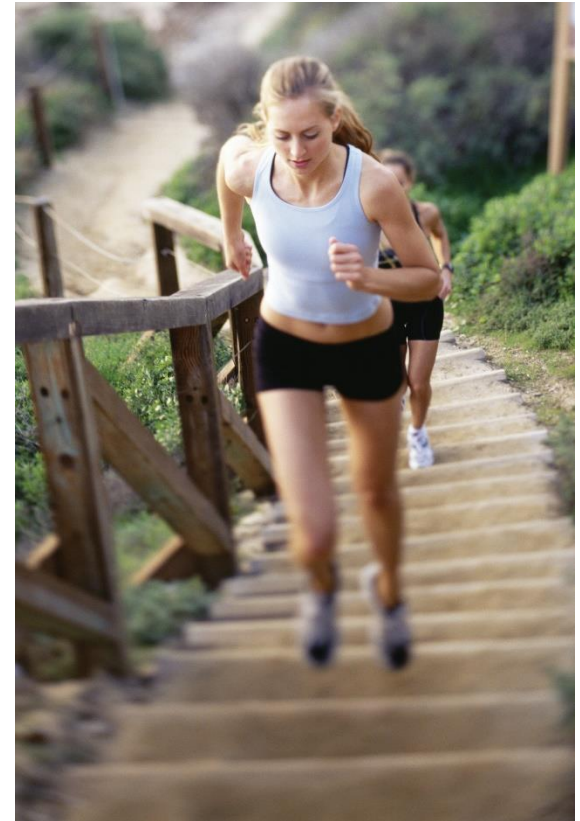
# Stages in a Normal Review-all cumulative

> Candidate assembles efile, including a self statement discussing accomplishments

> Departmental colleagues review the file and write a departmental evaluation and recommendation.

> Their opinion may have been influenced by extramural letters of evaluation if the candidate is up for promotion

> The Chair may add a separate letter, but routinely does not

# Stages in a Normal Review-all cumulative

› The file is evaluated by the Dean, often in consultation with Associate Deans. All actions require a vote and some actions require a letter with reasons.

› The file is evaluated by the Senate Committee on Academic Personnel (CAP). This is a body of 10 faculty representing diverse disciplines. Each member will review your file and vote on a recommendation to accompany a minute describing the reasons for their recommendation

# Stages in a Normal Review-all cumulative

> The Vice Provost for Academic Personnel (VPAP) reviews the file and makes a recommendation to the Provost (PEVC)

> The PEVC reviews the file. If a merit file, then the PEVC's decision is final. If a promotion, the PEVC makes a recommendation to the Chancellor

> Chancellor is final on promotion

# An extra action for Assistant Professors

> At the beginning of your 5th year as an Assistant professor, you will put together a file that will not result in either a merit or a promotion and is entirely to **advise** you on your progress towards tenure "the 5th year appraisal". The outcomes could be:-

> positive – looks as though you are making good progress towards a positive tenure decision,

> qualified positive – some areas good, but some deficient and in need of improvement, or

> Negative – not on track – can still make tenure

# CAP Role

- Committee of the <u>Academic Senate</u>
  - 10 members / Quorum is 6
  - Members appointed by Committee on Committees
- Advisory to Administration
- Equitable Application of Academic Personnel Manual (APM) <u>210</u>, <u>220</u>
- Adherence to additional guidelines defined in the <u>CALL</u> and <u>By Law 55</u>

*Links:*

*http://senate.ucr.edu/*
*http://senate.ucr.edu/committee/?do=info&id=4*

# The Senate CALL

› [APM 220-8-C](APM 220-8-C): "Each campus shall develop guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews."

› This administrative document describes the review process implementation at UCR.

› This is a UC-Riverside document maintained by the Academic Personnel Office.

*Link:*

http://academicpersonnel.ucr.edu/academicreviews/FacCall/index.php

# Academic Personnel Manual, 210

› Review Criteria, APM 210
  › Teaching
  › Research & Other Creative Work
  › Professional Activity
  › University & Public Service

› The APM is a UC policy manual.

*Links:*

http://www.ucop.edu/acadpersonnel/apm/apm-210.pdf

http://www.ucop.edu/acadpersonnel/apm/sec2-pdf.html

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