

# UCR



## **Elizabeth Lord Vice Provost for Academic Personnel**

**Spring Quarter  
Department Chair Forum  
May 21, 2008**

UNIVERSITY OF CALIFORNIA, RIVERSIDE

## Agenda

- Faculty Diversity and Recruitment – Marlene Zuk
  - eFile Status Report – Chuck Rowley
  - Changes to The Call – Elizabeth Lord
  - Changes to the Hiring Toolkit – Elizabeth Lord
  - Miscellaneous AP Issues – Elizabeth Lord
  - Department Chair Feedback on Programs – Elizabeth Lord
1. Department Chair Lunch Bunch Agenda Items for 08/09
  2. New Department Chair Orientation Wednesday, September 17th (tentative date) Agenda Items for 08/09
  3. New Faculty Orientation Friday, September 19th (tentative date) Agenda Items for 08/09

## Faculty Diversity and Recruitment

Marlene Zuk, Associate Vice Provost for Faculty Equity and Diversity

- Family-friendly policies
  1. FAQ for childbearing and child rearing:  
[http://academicpersonnel.ucr.edu/leaves/FAQ\\_leaves.html](http://academicpersonnel.ucr.edu/leaves/FAQ_leaves.html)
  2. Procedures summary sheet on web
  3. Work/life balance brochure in progress
- Career Partners Program
- Faculty mentoring program
- PAID Chairs Retreat – Lake Arrowhead

## eFile Status Report

Chuck Rowley, Associate Vice Chancellor of Computing and Communications

- Update on eFile - 2007 / 2008 Merit Files
- New eFile Tools - Report Generators and Biosketch Generators
- On the Horizon - New Programming Efforts Underway

## Changes to The Call - Highlights

### › Overall

1. The Call will remain an electronic document much like the Hiring Toolkit. When there is a reference to another section or to the APM, The Call will include hyperlinks so that readers can go directly to that source. Areas of redundancy have been removed. Areas of ambiguity have been clarified.
2. A summary of all changes is available on Academic Personnel website. The revised CALL will be posted on the APO website soon and a finalized document by July 1, 2008.
3. This is The Call for Senate Faculty. A Non-Senate Academic Call is in development.

## Changes to The Call - continued

### For section II-A, General Review Procedures:

1. A section on Academic Personnel Office Roles and Routing will be added. A web link to the Delegation of Authority Chart, which is posted on APO website, will be added.
2. By-Law 55 (page 4, II.A.1) – the senate office will now send out the CALL for updated senate by-law 55 voting rights and provide a copy to APO and Dean's staff.

## Changes to The Call - continued

3. Acceleration: Issues (page 5, b)
  - For acceleration at promotion/advancement, page 14 on the Call “The question of acceleration should not be an issue in promotion to Associate Professor and Professor cases: the issue is whether the candidate has met the criteria, for the rank and step proposed, not whether the criteria have been met in a particular time frame.”
  - Candidate’s choice must be considered in any vote for acceleration.
  - For acceleration to A/S and within A/S there is some rather strict APM language on expectations and this will be added to The Call.
4. For Promotions, Appraisals and Appointments, add reference to APM 220-80-j. Language to describe the “220 process” is on page 10.

## Changes to The Call - continued

### For section II-B, Instructions for Specific Actions:

1. For Advancement to A/S, Advancement within A/S and Advancement to Professor VI (pages 11-12), add APM language to explain expectations.
2. For Career Review (page 12), add language to clarify that Career Reviews are for tenured faculty only.
3. Add section for Appointments.



## Changes to The Call - continued

### › For section III, Documents:

1. For Bibliography (page 18-2.b), “In Press” issue – to be discussed
2. For Difference List (page 23), clarify expectation regarding jointly authored work. “For each co-authored item on the Difference List candidates should explain their role and provide information about the collaborators (e.g., graduate student, post-doc or technician; rank and institution of collaborator)”

## Changes to The Call - continued

2. For Teaching Load Data (page 29), clarify language to be consistent with eFile
  - For merits, Teaching Load and Evaluations should be documented for the review period.
  - For promotion, appraisal, advancement to Professor VI and Professor Above-Scale, the Teaching Load and Evaluations should be documented for the last 3 years.

## Changes to The Call - continued

- **For section IV, Attachments:**
  1. Checklists (pages 35-40) - Modified checklists to remove inconsistencies and clarify requirements.

## Changes to the Hiring Toolkit

- I. Extramural Letters for new hires:
  - Change number requested for Assistant Professors to 2-3 (now 3-5)
  - Clarify that extramural letters may be solicited for tenured hires after the tentative offer has been signed. The candidates' and the departments' choices of letter writers can be solicited at the same time for the appointment file. Language will be added.

## Changes to the Hiring Toolkit - continued

### II. Short List Approval:

- Allow departments to authorize their search committees to finalize a short list for interviews without a separate faculty vote to approve.
- Change language to “A yes/no majority faculty vote is needed to approve the short list of interviewees. Alternatively, a department may pre-authorize their search committee(s) to formulate short lists by a 2/3 majority vote.”

## Miscellaneous AP Issues

- Faculty Programs – ESP, University Scholars, Innovative Teaching Award, University Professor
- Merit ½ step absorption during faculty salary plan range adjustment 10/01/07
- O/S policy for UCR
- Late senior hire issues – MOP loans, removals, health benefits
- New routine APO monthly reports: (1) File Status and (2) Final Decisions to CAP

## Miscellaneous AP Issues - continued

- Announcement procedures – new follow up letters from VPAP
  1. The administrative decision on the candidate's file will continue to be communicated to the Chair through the Dean (Announcement Letter)
  2. Additionally for positive outcomes, the candidate will receive a letter from the VPAP on the action including the new salary, 10 days after the announcement. The Chair and Dean will be copied.
  3. For negative outcomes, the candidate will also receive a letter (Reasons Letter) from the VPAP 10 days after the announcement. The Chair and Dean will be copied.

# Miscellaneous AP Issues - continued

## › Sample Administrative Announcement Letter

This is sent to the Chair through the Dean.

Announcements with a negative outcome will also include a Reasons Letter sent to the Chair through the Dean.

OFFICE OF THE EXECUTIVE VICE CHANCELLOR AND PROVOST  
RIVERSIDE, CALIFORNIA 92521

**[ANNOUNCEMENT DATE]**

IN CONFIDENCE

**[Chair]**  
**[Department]**

Through **[Dean]**  
**[College]**

The following summary will advise you of the decision about recommended advancement(s) for faculty members in your department effective July 1, 2008.

<u>MERIT(S)</u>	<u>ACTION(S) FOR CONSIDERATION</u>	<u>FINAL DECISION(S)</u>
Smith, John	Professor II O/S <sup>1</sup> [New salary: \$115,400. Includes current \$11,000 O/S <sup>1</sup> and new \$6,000 O/S <sup>1</sup> ]	Approved

Elizabeth Lord  
Vice Provost for Academic Personnel

<sup>1</sup>The off-scale will be maintained subject to market adjustments to the UC salary scale.

UNIVERSITY OF CALIFORNIA - (Letterhead for interdepartmental use)



## Miscellaneous AP Issues - continued

### › Sample VPAP Letter to Candidate

This is sent to the candidate 10 days after the administrative announcement. The Chair, Dean and Academic Senate are copied.

OFFICE OF THE EXECUTIVE VICE CHANCELLER AND PROVOST  
RIVERSIDE, CALIFORNIA 92521

[Letter Date]

To: [Candidate's Name]  
[Department]

Re: [AY] Academic Review

Congratulations on your promotion to [Title/Rank/Step] in the [Department]. Your annual salary, effective July 1, 2008 will be [salary]. Information regarding faculty salaries, including salary scales can be found via the Academic Personnel website at

I wish you continued success at UCR.

Cc: Academic Senate  
[Dean]  
[Chair]

UNIVERSITY OF CALIFORNIA - (Attached for interdepartmental use)

## Miscellaneous AP Issues - continued

### › Sample Reasons Letter for Denials and Appraisals

These are sent to the candidate 10 days after the administrative announcement. The Chair and Dean are copied. CAP has reviewed the reasons/feedback statement which accompanied the administrative announcement.

OFFICE OF THE EXECUTIVE VICE CHANCELLOR AND PROVOST  
RIVERSIDE, CALIFORNIA 92521

[Letter Date]

IN CONFIDENCE

[Candidate's Name]  
[Department]

Re: Accelerated Merit to Professor, Step V O/S for [Candidate] - [Decision]

In connection with your 2007-08 merit review file, the following is the statement of the reason for the decision. This document has been reviewed by the Committee on Academic Personnel.

Teaching and service are excellent, but the research record does not support an acceleration.

Please feel free to discuss this with your Chair.

Elizabeth Lord  
Vice Provost for Academic Personnel

Cc: [Chair]  
[Dean]

UNIVERSITY OF CALIFORNIA - (Letterhead for Interdepartmental use)

## Department Chair Feedback on Programs

- Department Chair Lunch Bunch Agenda Items for 08/09
- New Department Chair Orientation Wednesday, September 17th (tentative date) Agenda Items for a day long event
- New Faculty Orientation Friday, September 19th (tentative date) Agenda Items

# Department Chair Lunch Bunch

## Agenda Items for 2007/2008

- |                   |   |
|-------------------|---|
| October 11, 2007  | <p>Topic: Robert Grey, Acting Chancellor (15 mins.)<br/>         Dave Fairris, Vice Provost, Undergraduate Education (Instructional Support, 10 mins)<br/>         Betty Lord, Vice Provost, Academic Personnel (AP updates)</p>  |
| December 13, 2007 | <p>Topic: AP Updates - Betty Lord<br/>         Research - VC Louis, Bruce Morgan and Bill Schmechel (45 mins.)<br/>         Preaward issues (Bruce Morgan)<br/>         Research integrity issues (Bill Schmechel)</p>  |
| January 10, 2008  | <p>Topic: AP issues-Lord<br/>         Office of Research issues-VC Louis</p>  |
| February 14, 2008 | <p>Topic: Budget updates (Ellen Wartella)<br/>         AP update (Betty Lord)</p>   |
| March 13, 2008    | <p>Topic: AP updates (Katina Napper)<br/>         Crisis Response for Faculty and Staff (Lt. John Freese, 10 mins.)<br/>         Emergency Preparedness and Safety (Ross Grayson, Campus Fire Marshal Scott Corrin,<br/>         Emergency Manager, Paul Walker, 40 mins.)</p>              |
| April 10, 2008    | <p>Topic: AP update (Betty Lord)<br/>         Mini Budget Boot Camp (Matt Hull and Bob Daly of Academic Planning and Budget)</p>  |
| May 8, 2008       | <p>Topic: Tech Room Demo - David Fairris and Gladis Herrera-Berkowitz, Office of<br/>         the Undergraduate Education<br/>         NSF Lecturer Salary Adjustment update - Karen Hruby, Academic Personnel<br/>         AP updates - Betty Lord</p>                                     |
| June 12, 2008     | <p>Topic: Gladys Brown re Office of Faculty and Staff Affirmative Action<br/>         Yolanda Moses re Leading Through Diversity Retreat in October<br/>         Indu Sen re: Function of the OO and the Benefit to Chairs and their Departments<br/>         AP update (Katina Napper)</p> |

# New Department Chair Orientation

## Previous Year's Agenda AY 2007- 2008

8:30am – 9:00am Continental Breakfast

9:00am –10:00am Elizabeth Lord – Vice Provost for Academic Personnel - Introduction  
 Katina Napper – Director, Academic Personnel Office - Updates

10:00am – 12:00pm Gretchen Bolar – Vice Chancellor, Academic Planning & Budget  
 “Budget Boot Camp”

12:00pm – 1:00pm Lunch

1:00pm – 1:30pm Human Resources / Labor Relations:

Marilyn Voce – Assistant Vice Chancellor, Human Resources

Tony Giorgio – Director, Labor Relations & Workers’ Compensation

1:30pm – 3:30pm Conflict Resolution / Mediation:

Michele Coyle – Campus Counsel, Chancellor’s Office

Tom A. Kosakowski – Interim Ombudsperson, Office of the Ombudsperson

Jadie Lee – Principal Labor Relations Analyst,  
 Labor Relations & Workers’ Compensation

# New Faculty Orientation

## Previous Year's Agenda AY 2007-2008

11:30am – 12:30pm	Lunch
12:30pm – 12:40pm	Elizabeth Lord - Vice Provost for Academic Personnel Welcome
12:40pm – 1:00pm	Thomas Cogswell – Chair, UC Riverside Divisional Academic Senate Shared Governance – What it is and why is it important?
1:00pm – 1:20pm	Elizabeth Lord – Vice Provost for Academic Personnel The Academic Personnel Process for Faculty
1:20pm – 1:40pm	Marlene Zuk – Associate Vice Provost for Faculty Equity & Diversity
1:40pm – 1:50pm	Dallas Rabenstein – Dean, Graduate Division
1:50pm – 2:10pm	Break
2:10pm – 2:30pm	Charles Louis – Vice Chancellor for Research
2:30pm – 2:50pm	James Sandoval – Vice Chancellor Student Affairs
2:50pm – 3:00pm	David Fairris – Vice Provost for Undergraduate Education
3:00pm – 5:00pm	Break Recently Tenured Faculty Panel: Margaret Nash – Graduate School of Education Iryna Ethell – Division of Biomedical Sciences Guillermo Aguilar – Department of Mechanical Engineering Jason Cheng – Department of Chemistry Catherine Gudis – Department of History Martin Johnson – Department of Political Science Jorge Silva-Risso – Department of Management and Marketing
5:00pm – 6:00pm	Wine & Cheese Reception (group photo)