

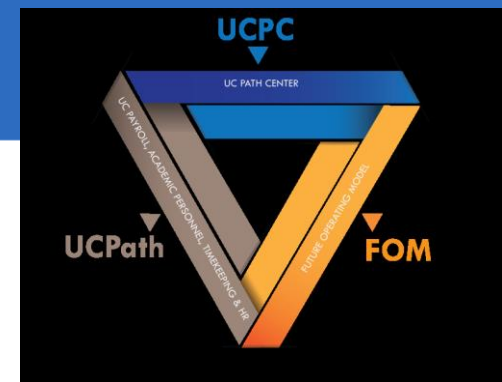
Department Chair Fall Forum 16-17AY
October 24th, 2016
1-5pm

Ameae M. Walker

Vice Provost for Academic Personnel

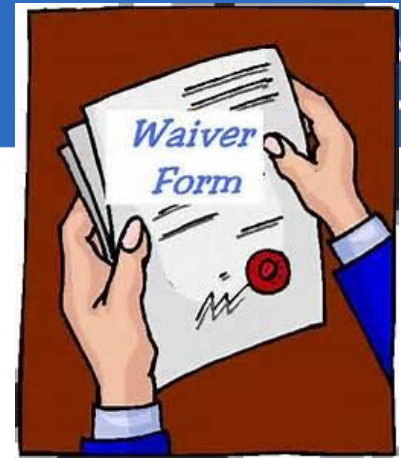


UCPATH



- A UC-wide initiative--a single payroll, benefits, human resources and academic personnel solution
- Advantages of being a lead campus
- Being integrated with revamping of other processes on our campus so that many systems will talk to each other and a lot of processes will be streamlined: Leave Administration, Onboarding, Offboarding, Time and Attendance, FAU Entry and management, Salary cost transfers, Position Management.
- Go live date: August 2017-need your help

APRecruit



- Search waiver requests now processed through APRecruit, including for TOE, spousal hire, emergencies
- For TOE still need to follow steps outlined in Feb 2015 document. A letter from chair re faculty support and letter from Dean addressing provision of salary (where applicable), space, and start-up should accompany CV for approval to move forward in a formal way.
- Submission of search reports. Thank you, this has markedly improved. Systemwide collected data 10/17 and so we will hear about any missing data!

Period of Review

- ▶ For **First Personnel Actions at UCR only**: Items that were not credited at appointment, but which have been completed (e.g. grants awarded, papers published, talks given) between the submission of the appointment file and date of appointment/when salaried status begins may be included. The new review period, along with a **list** of the items (e.g. publications 10-12, NEH grant application) that would normally fall under an eFile category must be included on the cover sheet of the Department Letter.

Attachment D-1A – Department Letter Cover Sheet

COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW

DEPARTMENTAL RECOMMENDATION		
[Action] for [Candidate]		
In the Department of []		
Department Meeting Date:	Date Letter prepared:	Date(s) Revised:
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable).		
Rank & Step:	Years at Rank:	Years at Step:
DEPARTMENTAL RECOMMENDATION (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate “Against” or “No Change”).		
For/Against/No Change - Rank & Step:		
REVIEW PERIOD (complete for first personnel action at UCR only) <input type="checkbox"/> First Personnel Action at UCR only		
Use the space provided if there were items that were not credited at appointment but which have been completed (e.g. grants awarded, papers published, talks given) between the submission of the appointment file and date of appointment. List items that would normally fall under an eFile category and the new review period.		
<p>e.g. Appointment file submitted 3/31/15 and appointment date 7/1/15</p> <p>Review period = 3/31/15-9/30/16</p> <p>1 publication - # 8, published 5/18/15</p> <p>1 presentation at Endocrine Society, 6/15/15</p>		



*Sorry about
how we
communicated*



SOE Teaching Expectation

- › The policy has been reworded to ensure that activities beyond teaching obligations are discussed upon hire and are reconsidered on a regular basis.
- › LPSOE/LSOE engage in Teaching, professional activity, and service.
- › The underlying expectation is that 9 courses is a full teaching load, but that this may be reduced to a minimum of 6 courses by involvement in activities that would take the same time commitment as a course – e.g. research in pedagogy, production of accreditation materials, curriculum development, research in the area of expertise- especially that involving undergraduates etc.

Reminder of Language in the APM

- › The University of California is committed to excellence and equity in every facet of its mission. **Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications.** 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. Mentoring and advising of students or new faculty members are to be encouraged and given recognition in the teaching or service categories of academic personnel actions. (APM – 210-1-d, <http://www.ucop.edu/acadpersonnel/apm/apm-210.pdf>)

Reduction in offscale

- As a collaborative effort between the Senate and Administration, new guidelines on when one might lose an offscale were developed (issued 1/19/2016)
- An unsatisfactory quinquennial may, after consultation with chairs and deans and CAP (if contrary to CAP recommendation), lead to a reduction in offscale. Process guidelines will be forwarded (through the deans to chairs) when a candidate is notified of a potential loss of offscale.

Systemwide Auditing of Conflict of Commitment and Interest

- Auditing of some faculty reporting using publicly available Sunshine Act reporting databases has lead to “not in good standing” designations for faculty on some campuses and may lead to disciplinary actions.



Department of labor ruling

- › **A change in the federal Fair Labor Standards Act (FLSA) will significantly increase the number of UC employees eligible for overtime pay, effective December 1, 2016.** The revised rule increases the minimum salary threshold for exempt employees from \$455/week (approximately \$23,660/year) to \$913/week (approximately \$47,476/year). In addition, the DOL is mandating subsequent increases in the minimum salary threshold every three years, with the first increase occurring on January 1, 2020. For 2020, the DOL estimates the minimum salary will be approximately \$51,168/year.

Department of labor ruling

- To comply with the DOL's new overtime rule:
- (1) Junior Specialists and Staff Research Associates 2 will be reclassified as non-exempt i.e. they will be paid overtime,
- (2) The minimum salary for the assistant rank in the specialist series and coordinators of public programs will be raised to maintain their overtime-exempt status, and
- (3) All staff and academic personnel, including rehired retirees and part-time employees, who do not qualify for the professional teaching exemption and who earn less than \$913 per week, will be reclassified as non-exempt and paid on an hourly basis. This is because an employee must earn at least \$913 in each week in which they perform any work regardless of the number of days or hours worked to qualify for the exemption under the FLSA.
- The transition to non-exempt biweekly pay will take place on November 20, 2016, the start of the biweekly pay cycle covering December 1, 2016.

Salary Scales that will be raised

- **Assistant Specialists -Step 1 & 2**
- **Coordinators of Public Programs**
 - Beginning on **November 20, 2016**, the bottom steps of the salary scales for Assistant Specialists and Coordinators of Public Programs will be raised to above \$3,956.34 per month (or \$47,476 per year) so they can remain exempt.
 - If the Assistant Specialist (Step 1 or 2) appointee **is paid by grants and the PI cannot afford the salary increase , the PI may need assistance to end the appointment early (layoff) or implement a reduction in time that might require the academic appointee to move from overtime exempt to non-exempt and overtime-eligible. Need to carefully monitor overtime because of budget, and accurately report because of liability issues.**
 - Assistance is available as needed from the AP Directors with support from APO and labor relations as applicable.

Higher education exemptions

- Employees whose primary duty is “teaching, tutoring, instructing or lecturing”
- Coaches whose primary duty is teaching, including instructing athletes in how to perform their sport
- Graduate and undergraduate students
- Student Resident Advisors

Help is available

- There is help available for employees (staff or academic) who encounter financial difficulties as a function of the move from monthly to bi-weekly pay.
- There is a vacation cash out program (if applicable) on the HR website <http://hr.ucr.edu/> or loan programs through the credit union http://sbs.ucr.edu/counseling/staff_emergency_loans.html

Postdocs

- › Effective **December 1, 2016** The minimum salary/stipend rate for Postdoc experience level 0 will match experience level 2 on the NIH projected scale. **The new annual rate will be \$48,216 which is above the minimum threshold for DOL** which will result in **all fulltime postdocs retaining their exempt status.**
- › Postdoctoral Scholars with salary/stipend amounts above their appropriate experience level will not receive an increase until their reappointment date or appointment anniversary date for those Postdoctoral Scholars with multiple-year appointments. **If the PI cannot afford the salary increase, the PI may need assistance to end the appointment early (layoff)**
- › Central Payroll will run a program to increase the rates.

Rules regarding postdoctoral scholars-union negotiation

	2/1/16	12/1/16
<ul style="list-style-type: none"> ➤ ➤ Experience 	Annual	Annual
<ul style="list-style-type: none"> ➤ Level 0 (0 - 11 months) 	43,692	48,216
<ul style="list-style-type: none"> ➤ Level 1 (12 - 23 months) 	45,444	50,316
<ul style="list-style-type: none"> ➤ Level 2 (24 - 35 months) 	47,268	52,140
<ul style="list-style-type: none"> ➤ Level 3 (36 - 47 months) 	49,152	54,228
<ul style="list-style-type: none"> ➤ Level 4 (48 - 59 months) 	51,120	56,400
<ul style="list-style-type: none"> ➤ Level 5 (60 - 71 months)* 	53,160	58,560

Time and attendance

- › We are finally moving academic employees to the online reporting system for time and attendance (TARS).
- › Prior to UC Path “go-live”, FY Academic Appointees who accrue vacation and/or sick leave and Postdocs will be transitioned into TARS (Time and Attendance Reporting System). As you may be aware, Tutors / Readers and SOM Academics are already using TARS.
- › As a result of the new DOL overtime rule, non-exempt/overtime-eligible employees report their time in **TARS as of November 20, 2016. This will be the pilot (“Phase 0”)** deployment of Academics transitioning into TARS (all others TARS reporting Academics will migrate during Phase 1 in January 2017).
 - › **Supervisors/PI’s will need to be diligent in reviewing the hours posted and approve their employees’ timesheets in TARS bi-weekly to ensure that appointees are paid correctly and ontime.**
- › Campus communication will be sent soon and online training for TARS will be provided.

VPAP Comments on: Monitoring Comments and Statements

- Of the first 147 files received in APO last year, 47 had to go back to the department---
- Means that all of us are doing 33% more work than is necessary!



Departmental Letter

We need evaluative comments such as “important breakthrough”, “first to show”, “only one to tackle such a difficult problem”, “technically very challenging”, “controversial and therefore more difficult to publish”, “years to accumulate data”, “chosen by faculty of 1000”, “will feed the world”, “most important prize in modern art”, “seminar presented at best-ranked philosophy dept. in US”, “curation at most important gallery in New York” etc. priority score on unfunded grant could be useful



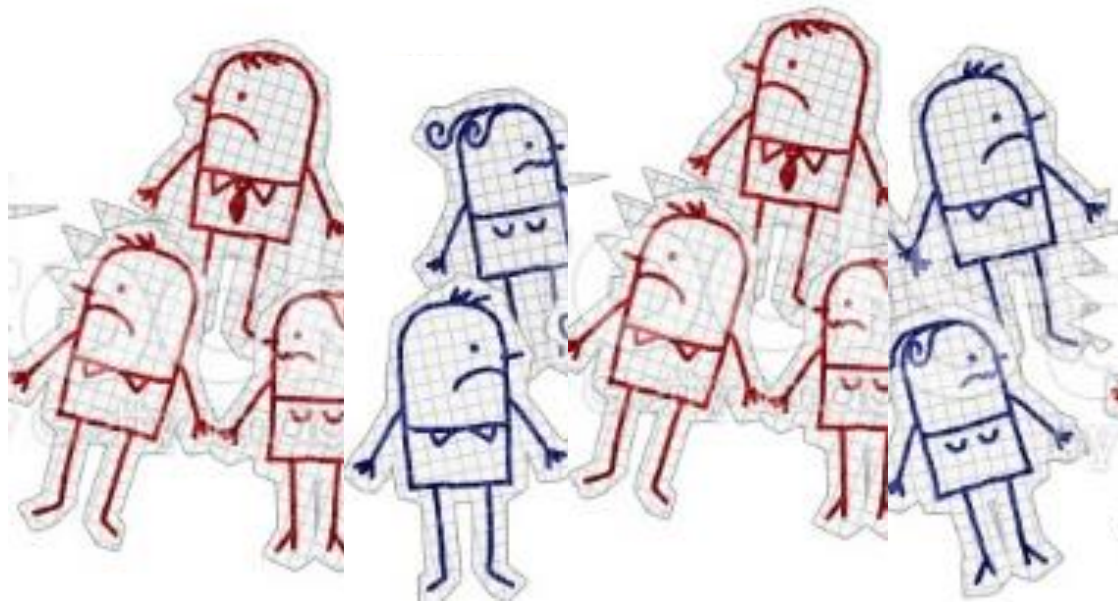
A paper by Maggie Simpson, Kim Jong Fun and Edna Krabappel was accepted by two scientific journals in 2014. "Fuzzy, Homogeneous Configurations." This was a nonsensical text, submitted by engineer [Alex Smolyanitsky](#) in an effort to expose a pair of scientific journals — the [Journal of Computational Intelligence and Electronic Systems](#) and [Aperito Journal of NanoScience Technology](#).

Departmental Letter: Teaching- APM 210-d-1

Teaching - Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will a tenure commitment be made unless there is clear documentation of ability and diligence in the teaching role. In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following: the candidate's command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students, to encourage high standards, and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating an academic environment that is open and encouraging to all students, including development of particularly effective strategies for the educational advancement of students in various underrepresented groups.

Departmental Letter

The departmental letter should represent the balanced and integrated opinions of the group. It should not be a Chair's letter or an ad hoc letter. It should not be copied and pasted from a candidate's personal statement. It should not be composed by a staff person.



Departmental Letter

If a new paper/exhibit etc was not listed when the requests for outside letters went out, make sure to say this in dept. letter.

Evaluate collaborative research -does it show dependence, does it result in research that could not otherwise be done, does it result in synergy, does it attract new kinds of funding etc?

This is particularly important for promotion files. I don't like percentages

Be balanced in the evaluation.

Advocacy is a good trait, but if all faculty in the department all deserve an acceleration year after year, then the letter becomes useless



- Less than optimal aspects of the file have to be addressed, but
- keep matters proportional
- Explain all negative votes

Departmental Letter

- Evaluate service contributions in terms of quality and time commitment and in terms of dept. and stage of career norms. The senate now keeps records of attendance at senate committees. You may request this information, but as in all things, this must be done for all candidates in the dept. if done for one.



Chairs 201-Lunchtime, Hinderaker 0154

- › October 5th : **All things Bylaw 55**, *Cherysa Cortez, Academic Senate*
- › November 3rd : **Negotiation skills for Chairs**, *Rami Zwick, SoBA*
- › December 5th **Creating an Inclusive Environment**, *Mariam Lam, AVCDI*
- › January 5th
- › February 6th **Conflict Resolution**, (Tentative) *Walter Gmelch, USF*
- › March 6th
- › April 5th
- › May 4th

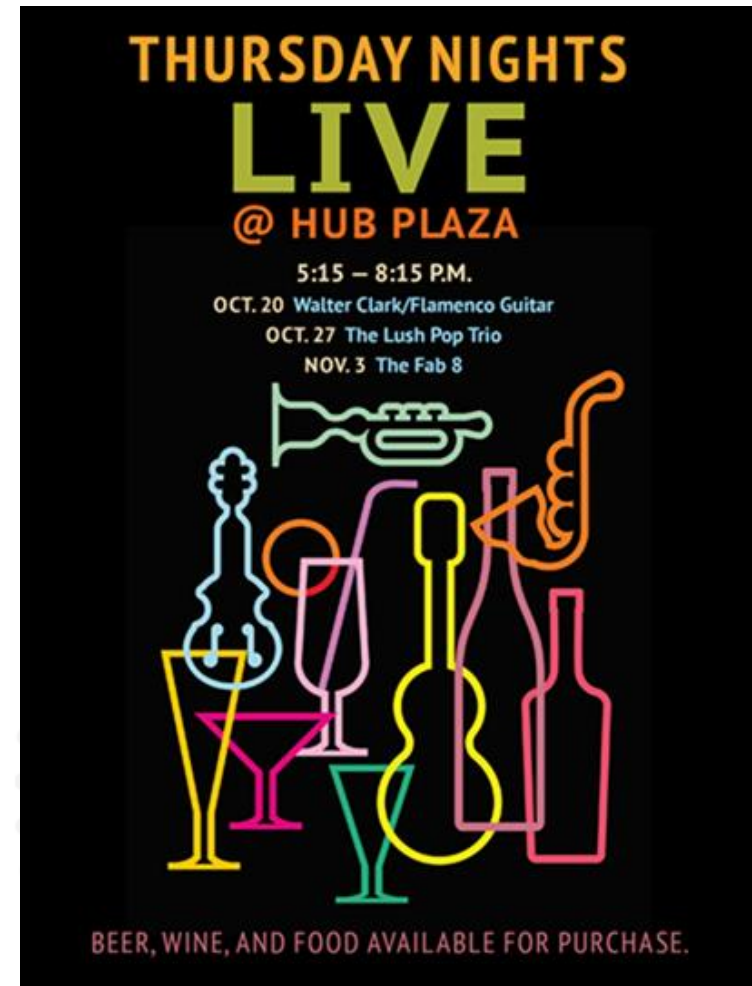
Mark your calendars!

Encourage your faculty, staff, postdocs, project scientists, grad students etc to come out and meet people!

Second *Thursday Nights Live* is this Thursday! There is complementary parking in lot 1 for the first 50 car loads of spouses/partners/significant others/friends/community members who do not have UCR parking passes.

Wine, beer and food to purchase.

The Hors D'oeuvres were excellent –e.g. wild mushroom flatbreads, bruschetta, spicy chicken –and \$5.95-\$6.95 for a plate of 5



Resources

The CALL 16-17AY:

http://academicpersonnel.ucr.edu/the_call/

Academic Personnel Manual (APM):

<http://www.ucop.edu/acadpersonnel/apm/>

Academic Personnel Website:

<http://academicpersonnel.ucr.edu/>

