



New Faculty Orientation

September 21, 2021
1:00pm – 5:00pm

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1:00 - 1:05 **Welcome**

1:05 - 1:25 Academic Merit and Promotion Process

1:25 - 1:35 Compensation Resources

1:35 - 1:45 Academic Personnel Campus Support & Structure

1:45 - 1:55 Stop-the-Clock (STC)

1:55 - 2:05 Academic Leaves and Academic Systems

2:05 - 2:15 Academic Personnel Website Tour

2:15 - 2:25 Supervising Academics

2:25 - 2:35 Provost/Executive Vice Chancellor, Elizabeth Watkins

2:35 - 2:45 Campus Level Initiatives & Programs

2:45 - 2:55 Shared Governance

2:55 - 3:05 Q&A and Introductions of Key Staff

3:05 - 3:50 **Introductions of Key Staff**

Andrew Larratt-Smith, Ombudsman

Marko Princevac, Interim Vice Provost of International Affairs

Mariam Lan, Vice Chancellor & Chief Diversity Officer

Shaun Bowler, Dean of Graduate Division

Jennifer Brown, Vice Provost & Dean of Undergraduate Education

Rodolfo Torres, VC Research & Economic Development

David Bergquist, Chief Campus Council

Kiersten Boyce, Associate Vice Chancellor and Chief Compliance Officer

3:50 - 4:00 Chancellor, Kim A. Wilcox

4:00 - 5:00 **Reception**



Academic Merit & Promotion Process

Daniel R. Jeske
Vice Provost for Academic Personnel



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 faculty series into which you have been hired

Contributions that promote equal opportunity and diversity will be given due recognition

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).



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



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!



Two Important Documents



1. **System wide document**
Academic Personnel Manual – Section-210
(commonly referred to as APM-210)
2. **Local UCR document**
The CALL

APM - 210

Appointments and Promotions

- The review committee shall judge the candidate with respect to the proposed rank and duties, considering the record of the candidate's performance in teaching, research and creative work, and service.
- The review committee shall exercise reasonable flexibility, balancing when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another.
- *Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions.*

APM - 210

Teaching

- 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:
 - a. the candidate's command of the subject
 - b. continuous growth in the subject field
 - c. ability to organize material and to present it with force and logic
 - d. capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge
 - e. fostering of student independence and capability to reason

APM - 210

Teaching

In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following:

- f. spirit and enthusiasm which vitalize the candidate's learning and teaching
- g. ability to arouse curiosity in beginning students, to encourage high standards, and to stimulate advanced students to creative work
- h. extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students
- i. 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.

APM - 210

Research and Creative Work

- Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance.
- When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort.
- Account should be taken of the type and quality of creative activity normally expected in the candidate's field. Appraisals of publications or other works in the scholarly and critical literature provide important testimony. Due consideration should be given to variations among fields and specialties and to new genres and fields of inquiry.

APM - 210

Research and Creative Work

- Textbooks and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.
- In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.

APM 210

University and Public Service

- Services by members of the faculty to the community, State, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for promotion.
- Contributions to student welfare through service on student-faculty committees and as advisers to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students.

The CALL

- UCR's implementation of APM-210
- Offers more specific guidance on review criterion and the steps involved in assembly a file, and the review process of the file.
- Each year The CALL is potentially updated to address new policy and or specific circumstances that need clarification.
- The CALL includes a front addendum entitled "ACADEMIC PERSONNEL AND COVID-19." This addendum provides guidance to address the impact the covid-19 pandemic will have on the personnel review process. This addendum may be updated each year for the foreseeable future.

The CALL

The guidelines presented in the addendum are based on the following set of guiding principles:

- a. An overarching goal is to prevent faculty from becoming academic victims of the covid-19 pandemic.
- b. It would be better for our campus as a whole to overestimate the impact of the covid-19 pandemic on faculty productivity than to underestimate it.
- c. It is important to protect the pursuit of tenure by assistant professors from adverse impacts of covid-19 that are beyond their control, but it is also important to recognize that associate professors and full professors are also trying to reach important career path milestones.

The CALL

- d. It is important to the campus climate that there be tools in the personnel review process that support faculty in staying on track with their career despite the covid-19 pandemic.
- e. It is recognized that there is a disparity in the impact of the covid-19 pandemic between disciplines, and even between sub-disciplines.
- f. It is recognized that the covid-19 pandemic will likely have differential impact on different demographic groups, including female faculty, faculty with younger children, and URM faculty.
- g. It is recognized that it is not only the campus closure that has caused major disruption in research programs. Other sources of disruption include, for example, travel restrictions, closures of museums and exhibition venues, conference and other event cancellations, family situations, children at home, homeschooling roles, compromised workspace, and even covid-19 illness.

Tip Sheet

1. Maintain a significant presence (in-person and/or virtual) 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
2. Seek out mentoring
 - Find the *right* mentor, perhaps a senior faculty member.
 - Consider multiple mentors for different purposes.
 - Find out if your college has a mentoring program.
 - Find out about the Women's faculty association.
 - Attend workshops that provide useful information
 - Find out about the Academy of Distinguished Teachers
 - Talk to your chair

Tip Sheet

3. Explore collaborative research with your colleagues
4. Maintain the right balance with the expectations of your job.
 - You will not be granted tenure or promoted to Full professor or Distinguished professor 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 promotions or accelerations through the merit system if your contributions to service are not commensurate with rank

Tip Sheet

5. Understand our students at UCR

- Many students who are the first in their families to attend college. Your expectations will not be as obvious to many of 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.



Normative time until

- Tenure decision = 6 years (70%)
Maximum of 7 years with
no stop-the-clocks
- From Associate to full professor = 6 years
no maximum
But if you do well in **all three** 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 **C**ommittee on **A**cademic **P**ersonnel (CAP). This is a body of 10 faculty representing diverse disciplines. Each member will review your file and vote on a 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 and Executive Vice Chancellor (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 who is final on promotion

An extra action for Assistant Professors

- Prior to tenure (often during your 5th year) 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. Your “appraisal file” possible outcomes:
 - 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
- VPAP is final on appraisals

For most, the first review period covers 7/1/2021 thru 9/30/2022

How much could there be to put in your file after just one year?

- ✓ If you have had teaching release there may be relatively little actual teaching in the file. But document what you have learned about the classes you will be teaching, how you have developed class plans, and any teaching workshops you have attended etc.
- ✓ 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.?
- ✓ In all likelihood any university was a minor activity your first year, but document it.
- ✓ Have you been involved in any associations through committee service?
- ✓ Did you give a talk at a scholarly meeting?
- ✓ Did you advise students or participate in an open house?

Don't forget



With all of this talk of review and advancement, it is easy to be stressed and to forget that we have one of the **best jobs in the world.**

- Make sure you take time to appreciate the benefits of our chosen career:
We get to indulge our intellectual passions, sow seeds of intellectual curiosity in the young, while having a job with a lot of flexibility that accommodates a good work/life balance.





THANK YOU
FOR
YOUR
ATTENTION
ANY QUESTIONS?

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Executive Assistant: Debi Greene – deborah.greene@ucr.edu

Compensation Resources

Sonia Kalogonis

Academic Personnel Policy & Compensation Analyst



TOPICS

- What is UCPATH Campus Support Center (CSC)?
- How Do I Access My Pay Stubs?
- What is Negotiated Salary Trial Program (NSTP)?

What is UCPATH Campus Support Center (CSC)?

- UCPATH is University of California's system-wide payroll system.
- UCPATH Campus Support (CSC) supports UCR campus by providing UCPATH training services to the campus. CSC works closely with UCPATH Center to address and resolve campus UCPATH issues.
- CSC website has good payroll related resources for academic appointees under the Academics tab.
- If the resources provided on the CSC website doesn't answer your question please contact the staff member who you normally go to. You may also email: ucpathhelp@ucr.edu

The screenshot shows the UC Riverside UCPATH Campus Support Center website. The header includes the UC Riverside logo and the text "UCPATH Campus Support Center" and "COMMITTED TO EXCELLENCE & EXEMPLARY CUSTOMER SERVICE". The navigation menu includes HOME, ABOUT, TRAINING, COMMUNICATION, CAMPUS PARTNERS, TRANSACTIONAL UNIT PILOT, ACADEMICS (highlighted), FAQs, and CONTACT. The main content area is titled "ACADEMICS" and features six cards with icons and text:

- Find answers to your most frequently asked questions.** (Lightbulb icon)
Click below for FAQ page
FAQ for Academic & Faculty
FAQ for Graduate Students
General FAQs
- Got UCPATH Questions?** (Pencil icon)
We are here to provide you with more information and answer any question you may have.
If the FAQ's didn't answer your question please contact the staff member who you would normally go to, if you still do not have the answer, please email: ucpathhelp@ucr.edu
- Your New Paycheck** (Dollar sign icon)
Learn what your new paycheck will look like.
Click below
New Paycheck
The Truth About Your Paycheck - Dispelling Rumors
- Detailed PowerPoint Deck** (Group of people icon)
A PowerPoint Presentation detailing the changes that will impact academics.
Download by clicking on topic below
Detailed PowerPoint Deck
- AYSO vs. UCPATH** (Document icon)
Changes you need to be aware of.
AYSO vs. UCPATH Document
- For Faculty Supervising Students** (Group of people icon)
Learn about changes to paper paychecks.
Click below
Paper Paychecks

<https://ucpath.ucr.edu/academics>

How Do I Access My Pay Stubs?

- UCPATH system provides a self-service portal called UCPATH Portal for all employees to access their pay stubs in addition to enroll/change direct deposit, update tax withholdings, view/enroll in benefits.
- Employees may access the UCPATH Portal through R'Space or through a direct link.

UCPath Portal

The screenshot displays the UCPATH Portal interface. On the left, under 'Authorized Applications', 'UCPATH Portal' is highlighted with a red box and a red arrow points to the main content area. The main content area shows a user profile for Elaine McKittrick, a 'How can we help?' section, and a dashboard with 'Next Paycheck April 27' and '255.54'. The dashboard also includes 'View Paycheck', 'View Benefits', and 'View Account Info' buttons. Below the dashboard are sections for 'Personal Information', 'Health & Welfare', and 'Income & Taxes'. The bottom of the dashboard shows 'Notices & Updates' with 'W-2 Reminders'.

<https://ucpath.universityofcalifornia.edu/home>

What is Negotiated Salary Trial Program (NSTP)?

- Negotiated Salary Trial Program (NSTP) allows eligible ladder rank faculty to utilize external sources to increase their total compensation.
- Participating faculty is required to generate the additional negotiated income.
- Participating faculty maintains teaching and service activities commensurate with rank and department and no course buyouts are allowed.
- Additional compensation for a faculty may not be at the expense of support of graduate students and postdocs; but rather additional funding must be obtained to support participation.
- NSTP eligibility and procedures are available on the Academic Personnel Office website/Compensation tab/Local Compensation Policy and Guidelines.

UCR is entering year four of the “NSTP Phase 2” (trial period) FY21-22. Trial program period started July 1, 2018 through June 30, 2022 and has been extended for a fifth year into FY22-23. In early Spring 2022, a decision will be made to determine if this program will be permanent.

– Negotiated Salary Trial Program (NSTP)

- VPAP Memo - 2021 NSTP (03/01/21) ([pdf](#))
- NSTP Implementation Procedures (03/01/21) ([pdf](#))
- NSTP Submission Instructions (03/01/21) ([pdf](#))
- Form A, B, and C cannot be opened in a Chrome browser. Please use Firefox or Internet Explorer to open and view the forms.
 - UCR NSTP Form A – Faculty Request (03/01/21) ([pdf](#))
 - UCR NSTP Form B – Fund Manager Certification (03/01/21) ([pdf](#))
 - UCR NSTP Form C – Chair Certification (03/01/21) ([pdf](#))

https://academicpersonnel.ucr.edu/compensation#negotiated_salary_trial_program_nstp



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ANY QUESTIONS?

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Academic Personnel Campus Support Structure

Gabriela Zepeda
Academic Personnel Analyst



Find out...

WHO'S WHO

Get to Know your College/School and the Academic Personnel Staff in your Dean's Office:

- **College of Humanities Arts & Social Sciences (CHASS)** <https://chass.ucr.edu/>
- **College of Natural & Agricultural Sciences (CNAS)** <https://cnas.ucr.edu/>
- **Marlan and Rosemary Bourns College of Engineering (BCOE)** <https://www.engr.ucr.edu/>
- **Graduate School of Education (GSOE)** <https://education.ucr.edu/>
- **School of Business (SoB)** <https://business.ucr.edu/>
- **School of Medicine (SOM)** <https://medschool.ucr.edu/>
- **School of Public Policy (SPP)** <https://spp.ucr.edu/>

Who does what?

Keep in mind that every College/School operates differently in its own unique way. For this reason, it is important to become familiar with how your College/School functions. This will facilitate your ability to navigate through the system and know where to go for your specific needs.

Obtaining Assistance re: Course Buyouts, Course Release, Teaching Needs, Lab Purchases, Lab Space, Purchasing issues, Grants, Travel, Removal, Relocation Arrangements, Reimbursements, Payroll, Leaves, Sabbatical Leaves, Family Medical Leaves, Stop-The-Clock, Summer Salary, Benefits, etc.

Start with your...



Ask Questions



Who does What,
Where and When

Department Chair – for Academic Guidance

Career Advancement

Merit and promotion (M&P) process - (research, teaching, service)

Search Committees – to participate (include in your academic portfolio)

Sample file – find out if “viewing a sample file” is possible within your Department

Schedule Meetings

Calendar 1:1 meetings - to review your academic progress

Incorporate Diversity – have a discussion on this topic for your academic plan

University Public Service – discuss your options/possibilities

Other Resources - available to you

Dean’s Office – for Technical Support

Technical Support

eFilePlus / UC Oats / UCPATH

Provide Onboarding Checklist

Any other items

Additional Assistance/Questions

Unable to Reach Dept Chair

Processes

Provide Assistance w/Processes

Assembling your M&P File

Academic Career



It's important to put yourself out there, make yourself available, attend, participate, and take charge of your career:

Participate: New Faculty Orientation, Junior Faculty Workshops, Faculty Success Workshops, Other Resources and Training Opportunities
(<https://academicpersonnel.ucr.edu/events-and-workshops>)

The CALL - Familiarize yourself with policy/guidelines/procedures
(<https://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2020-08/20-21AY%20CALL%20%28with%20Addendum%20%28FINAL%208.3.20%29.pdf>)

Academic Senate Office – what's available/various committees to participate
(For example: Committee on Academic Personnel, Distinguished Teaching, Executive Council, Faculty Welfare, Graduate Council, Rules and Jurisdiction, Scholarships and Honors, etc.) (<https://senate.ucr.edu/>)

We are all in it Together...

Assistance - Get help Sooner rather than later

Achieve as Much as You Can, **Network** as Much as You Can,

Get Involved as Much as You Can,

Attend Workshops as many as You Can

Locate Other Resources ...

Reach out and ASK...





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Stop-The-Clock (STC)

Nordene Smith-Hayles
Academic Personnel Analyst



Discussion Topics

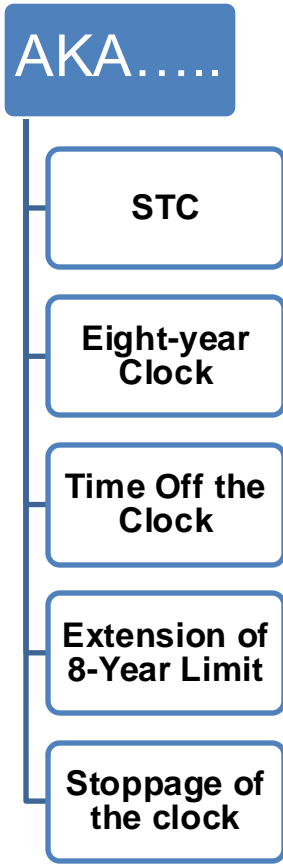
Define – Stop-The-Clock (STC)

Who, Why, When, What, & How

Resources

Questions

Stop-The-Clock (STC)



Academic appointees at the assistant level can be granted a STC to extend the period before which they are evaluated for Associate Professor.

A STC will also defer your 5th year appraisal.

Faculty may receive one extra year (up to a maximum of two years for separated events), for each newly born infant, or new placement (adoption or foster care) of a child under age five for whom they have at substantial responsibility.

Totaling no more than two years during the probationary period. ***

Who, Why, When

Who

- Assistant Professors
- Assistant Professor of Teaching

Why

One extra year can be added for leave for:

Serious health condition

Childbearing and/or childrearing;

Care or bereavement of child, spouse, domestic partner, or parent;

Significant circumstance interfering with research or creativity

When

Within 2 yrs. of event

Before 7/1 in Promotion year

What & How

What

Complete a request
for a STC

Submit to Chair for
signature

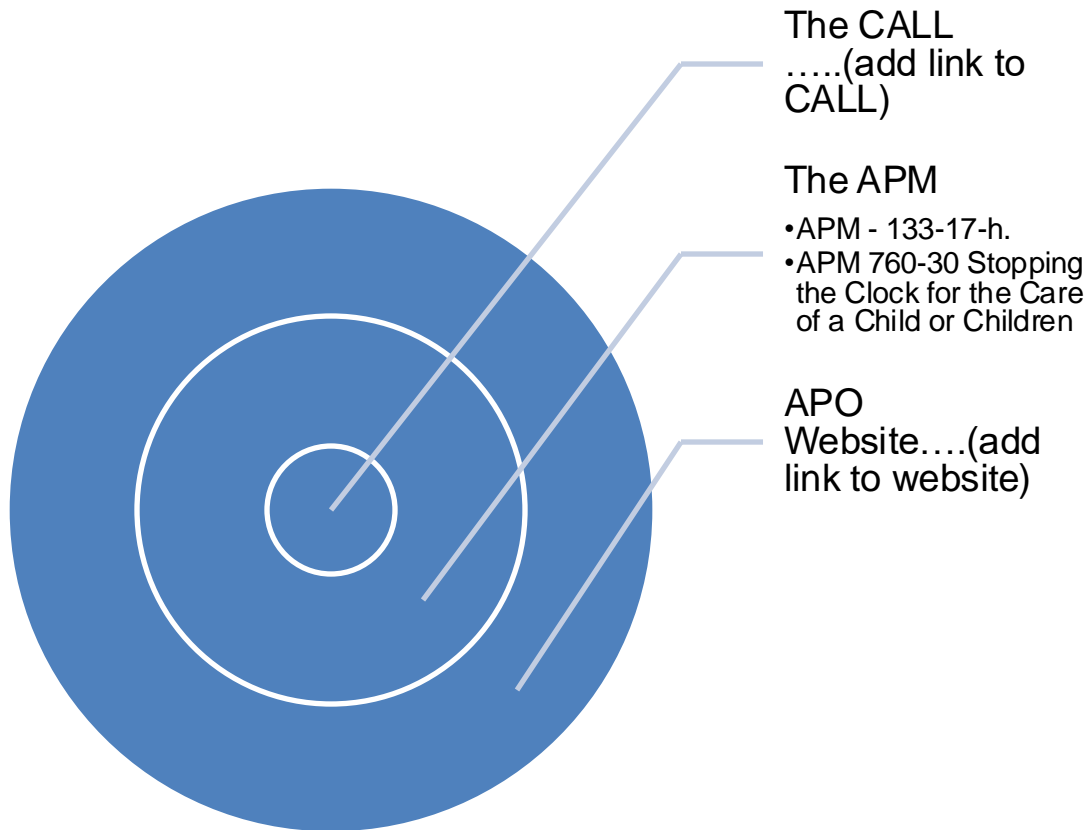
Submit to Deans office
for Dean's signature

Submit to APO for
VPAP approval


How

Download STC Form from APO website.

Resources



Questions



<p>If I was employed at UCLA (ANY UC) as Acting Assistant Professor or Visiting Assistant Professor does that time count towards my 8-year clock?</p>	
<p>If I have twins does that count has one or two?</p>	<ul style="list-style-type: none">•The birth or placement of one or more children at the same time constitutes a single event of birth or placement
<p>Is COVID-19 considered a significant circumstance interfering with research or creativity?</p>	
<p>What if I use my two STC request for my children and something else happen, can I request a 3rd STC?</p>	
<p>Does the STC stop my Merit or Reappointment Reviews?</p>	
<p>Do I have to take a formal leave or use ASMD to stop the clock?</p>	



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Academic Leaves & Academic Systems

Sara Umali

Director Academic Personnel Data & Technology



Academic Policies

Systemwide

- [Academic Personnel Manual \(APM\)](#) – systemwide policy manual for academics issued and maintained by the Office of the President (UCOP). The APM applies only to the extent provided for in a Memorandum of Understanding (MOU) for academic appointees covered by collective bargaining.
- [Health Sciences Compensation Implementing Procedures](#) – provides a common administrative framework within which a participating health sciences school can compensate its faculty according to the competitive requirements of each discipline.
- [Bargaining Contracts](#) – existing employment contracts with each bargaining unit.

UCR

- [Delegation of Authority](#) – this provides information on approval authority of various academic activities such as merits and promotions, academic leaves, etc.
- [Senate CALL](#)
- [Non Senate CALL](#)



[Quick Links](#), Academic Personnel Office Website

Academic Leaves

Academic Leave Types

- Sick Leave
 - *Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave*
- Family and Medical Leave
- Vacation Leave
- Sabbatical Leave
- Bereavement Leave
- Jury Duty Leave
- Leave for Service to Governmental Agencies
- Military Leave
- Leave to Attend Professional Meeting
- Other Leaves with Pay
- Other Leaves without Pay
- Family Accommodation for Childbearing and Childrearing
 - *Childbearing Leave*
 - *Parental Leave*
 - *Active Service Modified Duties (ASMD) – **this is not a leave of absence***
 - *Stop the Clock (STC) – **this is not a leave of absence***



[APM 700](#), Benefits and Privileges
[Academic Leaves Guidelines](#)

Academic Leaves Resources

Resources For Academic Leaves of Absence

Academic-year appointees (9/12) are expected to be present on campus from the beginning of the Fall Semester (Quarter) through the end of the Spring Semester (Quarter). Any appointee returning after the beginning of the Fall Semester (Quarter) or leaving before the end of the Spring Semester (Quarter) should apply for a leave of absence. (APM 700) ([pdf](#))

In order to fulfill their obligations to the University, the APM states “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” (APM 025-8(a)) ([pdf](#)), General Principles, Obligations to the University).

Academic appointees absent without an approved leave are at considerable risk of non-coverage should an injury occur. Prior approval for leaves of absence is important to remain compliant with Federal and State laws.

Academic employees wishing to be absent from the campus for more than seven calendar days must file a Leave of Absence form (UPAY 573-4) ([pdf](#)) with the Department Chair or equivalent to be approved BEFORE the start of the leave.

For those who accrue vacation, vacation is not reported on a leave form unless it is taken in conjunction with another leave which results in a total absence from the campus of more than seven calendar days. (In this case, the days to be reported as vacation should be listed in the remarks section of the leave form.)

For questions or more information, please contact the Academic Personnel staff in your Dean's office or send an email to the Academic Personnel Office at academicpersonnel@ucr.edu.

WHAT TO DO IF YOU ARE

Taking a leave to attend professional meetings or for University business ([link](#))

Taking a Sick Leave ([link](#))

Taking a leave to care for a family member ([link](#))

Taking a Sabbatical Leave ([link](#))

Having a Baby ([link](#))

Adopting a Child ([link](#))



[APM 700, Benefits and Privileges
Academic Leaves Guidelines](#)

Academic Leaves Resources

Academic Leaves

What To Do If You Are Having A Baby:

+ Find Out About The Leave Provisions That Apply to You
+ Check with Your UC Medical Plan About Programs They May Offer
+ Complete The Appropriate Leave Forms
+ Request Approval
+ Make Sure Your Benefits Are In Order
+ After The Baby Comes Home: Update Your Benefits
+ Find Childcare
+ For Birthmothers, Learn About Resources for Nursing Mothers
+ Review Your Direct Deposit Statement Carefully
+ If unforeseen circumstances should prevent you from returning to UC
+ If You Decide To Retire



[APM 700, Benefits and Privileges](#)
[Academic Leaves Guidelines](#)

Academic Leaves Approval Process

Delegation of Authority

- Sabbatical leave (Regular and In-Residence) – Dean
- Non-Senate leaves – Dean
- Senate leaves that are thirty (30) calendar days or less (with the exception of leaves with FML designation) – Dean
- Faculty Members of Health Sciences Compensation Plan (HSCP) & School of Medicine (SOM) Faculty Members – Dean
- All other Senate leaves – Vice Provost for Academic Personnel (VPAP)



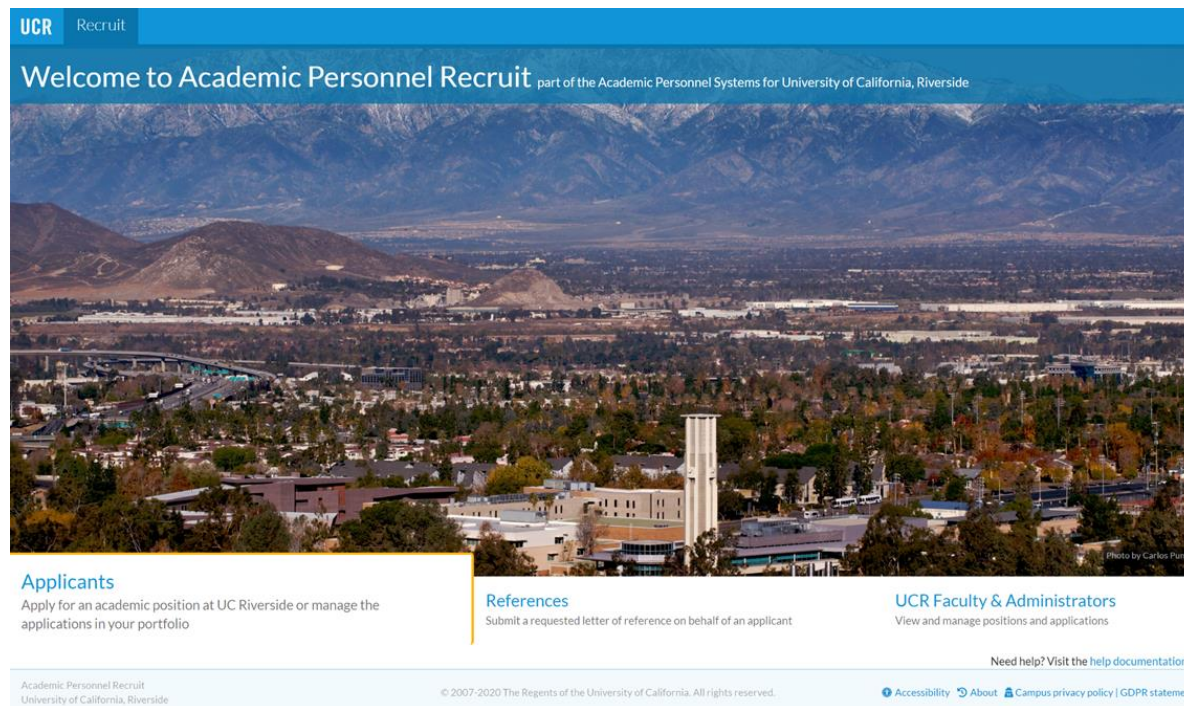
[Delegation of Authority Charts](#), Academic Personnel Office website

[Academic Leaves of Absence Guidelines](#), Academic Personnel Office website

Academic Systems

Academic Systems – AP Recruit

Academic Personnel Recruit System or [AP Recruit](#) is a secure online academic employment recruitment management system, supporting the entire recruitment workflow from creation of a recruitment plan, application, reference gathering, review by the search committee, and, finally, selecting a hired candidate. This is a systemwide application used by all 10 UC campuses.



Information website: <https://academicpersonnel.ucr.edu/aprecruit>
Production site: <https://aprecruit.ucr.edu/>

Academic Systems – AP Recruit

AP Recruit

The Academic Personnel Recruit System (AP Recruit) is a part of the Academic Personnel Systems for the University of California, Riverside. AP Recruit is a secure online academic employment recruitment management system, supporting the entire recruitment workflow from creation of a recruitment plan, application, reference gathering, reviewing by the search committee, and, finally, selecting a hired candidate. In 2011, as part of the UC [Working Smarter Initiative](#), the University of California selected UCI's AP Recruit system for system-wide deployment at all ten (10) UC campuses.

The system provides a standard, paperless process for all academic searches. Some of the major features include:

- Applicants can manage and monitor their application progress
- References can log in and securely upload their letters of reference
- Recruit analysts can easily set up search plans for review and approval
- Faculty search committees can quickly review applicants
- Approvers can easily review and approve search plans, shortlists, and search reports
- Self-reported diversity data is available to the appropriate groups (roles)

More information about the UC Recruit System wide Initiative may be accessed on the [Recruit Project Site](#).

A copy of the campus announcement is available [here](#).

To login to the AP Recruit system, visit <https://aprecruit.ucr.edu/> after your department has granted you access.

For questions, send an email to aprecruit@ucr.edu.

[Support](#)

[FAQs](#)

[Gaining Access](#)

[News & Updates](#)

[Privacy & Confidentiality](#)

[Training & User Guides](#)



Information website: <https://academicpersonnel.ucr.edu/aprecruit>

Production site: <https://aprecruit.ucr.edu/>

Academic Systems – UC OATS

UC Outside Activity Tracking System or **UC OATS** is a secure, online application that supports the required collection, review, approval, and annual reporting of the outside professional activities subject to the University of California's Conflict of Commitment CoC policies: [APM-025](#), [APM-240](#), [APM-246](#), and [APM-671](#). This is a systemwide application used by all 10 UC campuses.

UNIVERSITY OF CALIFORNIA **OATS** ABOUT UC OATS LOG IN

UC RIVERSIDE
Please begin by clicking the button below.

Log in to OATS

UC OATS is an easy-to-use, web-based application through which university faculty members can report outside activities and income, in accordance with UCOP conflict of commitment policies. It employs a simple, yet interactive format that facilitates the collection of information about outside professional activities, and helps faculty understand the related policies.

The UC-wide Outside Activity Tracking System (OATS) initiative and implementation is a multi-campus Conflict of Commitment system that facilitates the collection, review, approval, and reporting of faculty outside professional activities for the eight adopter campuses.

RESOURCES	POLICIES
<ul style="list-style-type: none">• UC OATS Information Website• UC OATS Online Training• UC Riverside Information Website	<ul style="list-style-type: none">• APM-671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants• APM-025, Conflict of Commitment and Outside Activities of Faculty Members• APM-240-20-c, Conflict of Commitment and Outside Professional Activities of Deans• APM-246-20-c, Conflict of Commitment and Outside Professional Activities of Faculty Administrators (100% time)



Information website UC OATS and CoC: <https://academicpersonnel.ucr.edu/conflict-commitment>
Production site: <https://ucr.ucoats.org/>

Academic Systems – UC OATS

Conflict of Commitment and Outside Professional Activities

The University encourages faculty to engage in outside activities that contribute to their respective professions and the community. A conflict of commitment occurs when the commitment to external activities, whether compensated or uncompensated, professional or non-professional, interferes with the successful performance of the faculty member's University obligations.

The UC Regents' Standing Order 103.1(b) states that faculty members shall not allow outside employment to interfere with primary University duties. Since some outside activities may raise the appearance of a conflict of commitment, the University has established specific guidelines for managing such activity. Academic Personnel Manual sections [025](#) (general campus faculty), [671](#) (Health Science Compensation Plan Faculty), [240](#) (Deans), and [246](#) (Faculty Administrators, 100% Time) clarifies a faculty member's commitment to the University and outlines reporting guidelines for outside professional activity. Each policy includes specific time limits for certain types of outside professional activities.

To comply with APM policy, UCR faculty must:

1. Obtain **Prior Approval** for **Category I** activities by
 - Completing an APM-025 Prior Approval Request OR an APM-671 Prior Approval Request using [UC OATS](#) and;
 - Submitting the request for approval following the campus routing instructions ([pdf](#)). For more information on supporting document requirements, refer to the **Category I Prior Approval Checklist** ([pdf](#)).
2. Submitting an **Annual Report** each fiscal year for **Category I** and/or **Category II** activities using [UC OATS](#).

For Vice Provost Jeske communication on conflict of commitment, click on this link: [pdf](#).

For UCR's general information on conflict of commitment, click on this link: [pdf](#).

For UCR's Frequently Asked Questions (FAQs) on conflict of commitment, click on this link: [pdf](#).

Policy

Prior Approval, Tracking
Time, and Annual
Certification

Support, Resources,
and Tutorials



Information website UC OATS and CoC: <https://academicpersonnel.ucr.edu/conflict-commitment>
Production site: <https://ucr.ucoats.org/>

Academic Systems - eFilePlus

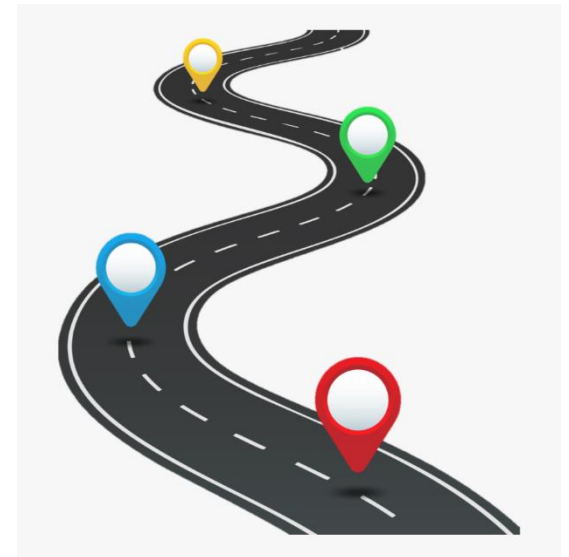
eFilePlus is a secure, online academic review management system that supports the personnel actions for appointment and advancement. This is a UCR-developed application originally developed in 2006 and rebuilt in 2018.



Database



Review File ("Snapshot")

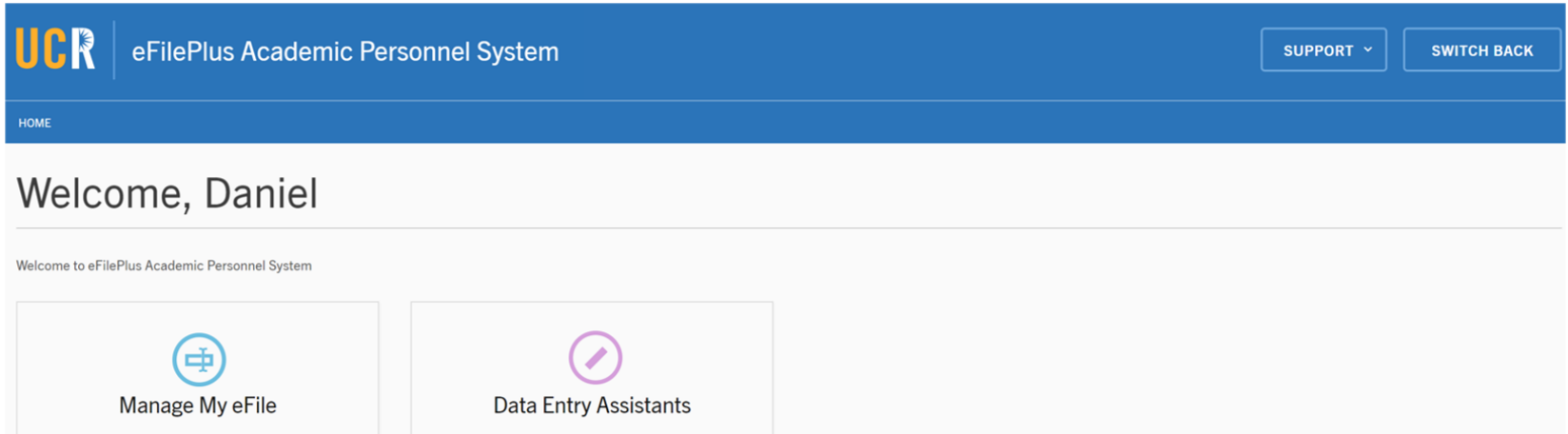


Review and Routing



Information website: <https://academicpersonnel.ucr.edu/efileplus>
Production site: <https://efileplus.ucr.edu/>

Academic Systems – eFilePlus



The screenshot shows the eFilePlus Academic Personnel System interface. At the top left is the UCR logo and the text "eFilePlus Academic Personnel System". On the top right are two buttons: "SUPPORT" with a dropdown arrow and "SWITCH BACK". Below the header is a blue bar with the word "HOME". The main content area starts with a large heading "Welcome, Daniel". Below this is a smaller heading "Welcome to eFilePlus Academic Personnel System". There are two main action buttons: "Manage My eFile" with a blue icon of a document and a pencil, and "Data Entry Assistants" with a purple icon of a pencil inside a circle.

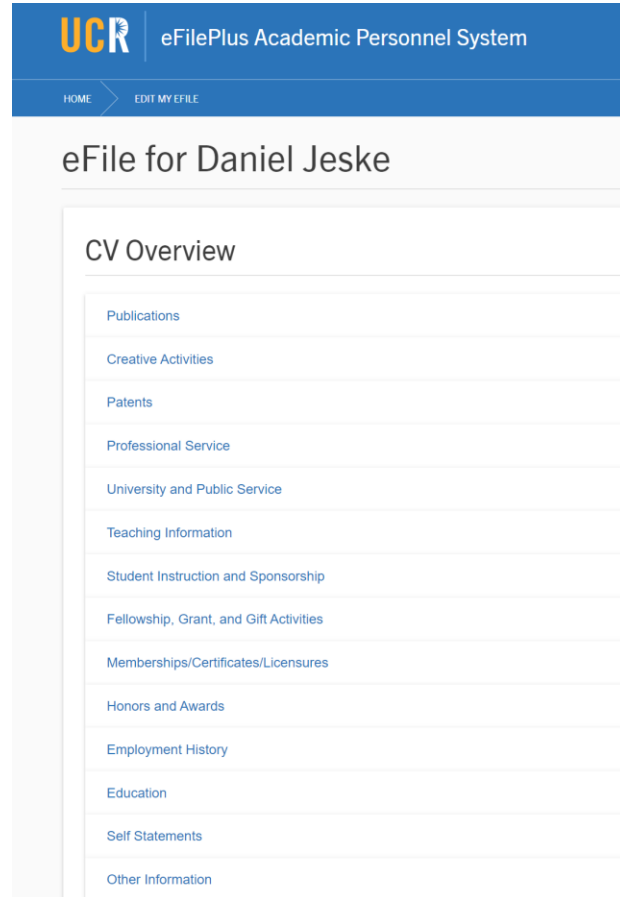
eFile serves as a living academic record. It is an ongoing file that can be easily accessed by faculty members to enter/update their own data in the eFile as their academic career progresses. This helps to ensure that a faculty member will have the most up-to-date academic personal record.

Faculty can also assign a Data Entry Assistant to assist with eFile updates and maintenance.



Information website: <https://academicpersonnel.ucr.edu/efileplus>
Production site: <https://efileplus.ucr.edu/>

Academic Systems – eFilePlus



The screenshot shows the eFilePlus Academic Personnel System interface. At the top, there is a blue header with the UCR logo and the text "eFilePlus Academic Personnel System". Below the header, there are navigation links for "HOME" and "EDIT MY EFILE". The main content area is titled "eFile for Daniel Jeske". Underneath, there is a section titled "CV Overview" which lists various categories for a curriculum vitae: Publications, Creative Activities, Patents, Professional Service, University and Public Service, Teaching Information, Student Instruction and Sponsorship, Fellowship, Grant, and Gift Activities, Memberships/Certificates/Licensures, Honors and Awards, Employment History, Education, Self Statements, and Other Information.

- ✓ Enter your new accomplishments and update frequently
- ✓ Keeping your records current will help simplify the creation of a review file



Information website: <https://academicpersonnel.ucr.edu/efileplus>
Production site: <https://efileplus.ucr.edu/>

Academic Systems – eFilePlus

eFilePlus Academic Personnel System

UCR's Academic Personnel eFilePlus System (formerly eFile) is a secure, online academic review management system that supports the personnel actions for appointment and advancement.


The system provides a standard, paperless process for academic reviews. Some of the features and benefits include:

- A stable, secure, and easily accessible online application
- A database where faculty and/or AP staff in the departments can quickly modify and add records as the faculty member's file is updated
- "Snapshots" for academic actions (Merits, Promotions, Career Reviews, Appraisals, etc.) can be generated using the existing records in the faculty member's database
- An academic review file "snapshot" can be routed using a shared governance workflow technology, from snapshot creation to reviews to a final decision.

To log in to the eFilePlus System, click on this link: <https://efileplus.ucr.edu> .

Recommended operating systems: Microsoft Windows 8.1+ or Apple Mac OS X 10+; eFilePlus' responsive design is compatible with up-to-date mobile devices.

Supported browsers: Automatic updates are always recommended to ensure a secure and modern browsing experience, as certain technologies may lead to a degraded or otherwise suboptimal browsing experience. Each of the latest browsers are supported along with backwards compatibility for one full version still supported by the vendor: Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge.

UCR login credentials and eFilePlus role are required to access the system. For more information, click on this link: [eFilePlus: Managing and Assigning Roles](#) . For support, please contact your college/school subject matter expert ([click here](#)) or email efilesupport@ucr.edu.

[News & Notes](#)

[Privacy & Confidentiality](#)

[Support](#)



Information website: <https://academicpersonnel.ucr.edu/efileplus>
Production site: <https://efileplus.ucr.edu/>

Resources

Subject Matter Experts (SME) in your ORG

- AP Recruit: [contact information and levels of support](#)
- UC OATS: [contact information and levels of support](#)
- eFilePlus: [contact information and levels of support](#)

Information Websites

- AP Recruit: [about AP Recruit](#)
- UC OATS: [about UC OATS](#)
- eFilePlus: [about eFilePlus](#)
- Academic Leaves: [Leaves of Absence](#)



How to Log In – all systems are single sign on. Just have your UCR NetID and Password available to access the system.

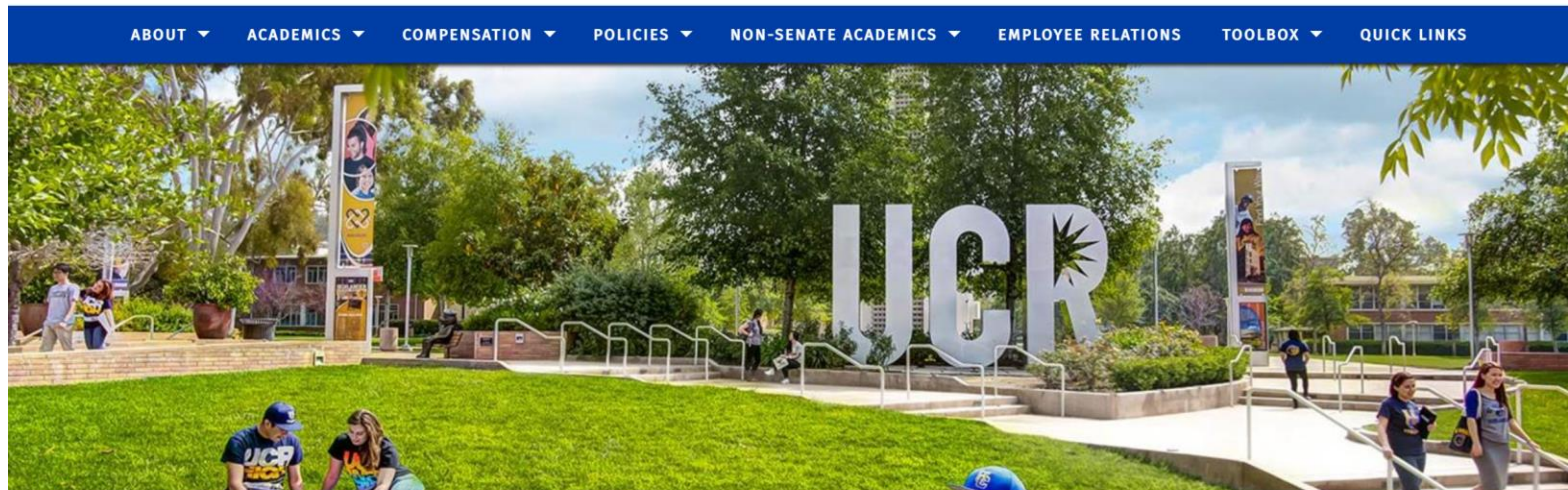
- AP Recruit: <https://aprecruit.ucr.edu/>
- UC OATS: <https://ucr.ucoats.org/>
- eFilePlus: <https://efileplus.ucr.edu>

APO Website

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



FOSTERING ACADEMIC SUCCESS



UNIFIED IN SUPPORTING SOCIAL JUSTICE. ZERO TOLERANCE FOR RACISM AND HATE.



Welcome to the Academic Personnel Office

The Academic Personnel Office (APO) leads and serves a diverse and internationally renowned academic community.

APO is a dedicated team in support of all academic employees on campus. Whether you need guidance on University of California policy, help with navigating UCR policies and processes, or assistance with employment matters, we are here to help. Below are just some of the services we provide to the campus and the academic community.

APO Website

Welcome to the Academic Personnel Office











The Academic Personnel Office (APO) leads and serves a diverse and internationally renowned academic community.

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In accordance with UC Riverside's Coronavirus (COVID-19) [response](#), the Academic Personnel Office is closed and our operations will be conducted remotely via Zoom, [phone](#) and [email](#).

Resources and information on COVID-19 are available [here](#).

For guiding principles for 2021-22 academic year planning, go to the [Campus Return](#) web page.

 Advancement and Promotion	 Compensation	 Conflict of Commitment	 Data and Reporting
 Employee Relations	 Faculty Development	 Faculty Recognition	 Fellowship Programs
 Labor Relations	 Leadership and Analysis	 Leaves of Absence	 Partner Opportunities Assistance
 Recruitment and Appointment	 Systems Management	 UCPath	 Work/Life Balance

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

On the homepage you will find a list of services that APO provides to the campus.



The homepage also includes **News, Updates, and Events.**

News, Updates, and Events

- Click [here](#) for EVENTS and WORKSHOPS
- *NEW* VPAP on Tap – click [here](#) for conversations and reflections on the academic life at UCR
- Congratulations to the 2021-2022AY Hellman Fellows ([click here](#) for more information)
- Click [here](#) for Professional Development Fund Important Dates and General Information
- President's Postdoctoral Fellows and UCR's Chancellor's Postdoctoral Fellows ([click here](#) for more information)
- UCR News (click [here](#))

<h3>Distinguished Faculty</h3> <p>UCR's distinguished faculty boasts two Nobel Laureates and 13 members of the National Academies of Sciences and Medicine.</p> <p>5,147 Academics we are proud to serve</p>	<h3>Top 12</h3> <p>One of America's top 12 universities. <i>(Forbes, "America's Best Value Colleges")</i></p> <p>350+ Merits and promotions processed annually</p>	<h3>World Class</h3> <p>UCR is among the top 11% of ranked world universities. <i>(Center for World University Rankings, 2019-20)</i></p> <p>1 Goal: Foster academic success</p>
---	---	---

APO Website

-  MISSION, GOALS & VALUES
- PEOPLE
- WHAT WE DO
- ABOUT UCR 



Daniel R. Jeske
Vice Provost for Academic Personnel
Professor of Statistics
2121 Hinderaker Hall
(951) 827-2304
vpap@ucr.edu
About Vice Provost Jeske ([link](#))



Katina R. Napper
Assistant Vice Provost for Academic Personnel
2148A Hinderaker Hall
(951) 827-5032
katina.napper@ucr.edu

To find out more about our office, our leadership, team members, and portfolio, go to the **ABOUT** section.

APO Website

Quick Links

On this page you will find frequently used documents and links. For questions or more information, please email academicpersonnel@ucr.edu.

Academic Hiring Toolkit ([pdf](#))

Academic Personnel Manual (APM) ([link](#) [↗](#))

Academic Salary Scales ([link](#) [↗](#))

AP Recruit ([link](#))

Bargaining Unit Information and Resources ([link](#) [↗](#))

Best Practices in Hiring ([pdf](#))

Conflict of Commitment ([link](#))

Department Chairs Academic Duties Handbook ([pdf](#))

Department Chair Checklist ([pdf](#))

Deans, Chairs, and Directors List ([pdf](#))

Department Chair List ([pdf](#))

Delegation of Authority Charts ([pdf](#))

eFilePlus ([link](#))

Events and Workshops ([link](#))

Equity Studies ([link](#))

Non-Senate CALL ([pdf](#))

Senate CALL ([link](#))

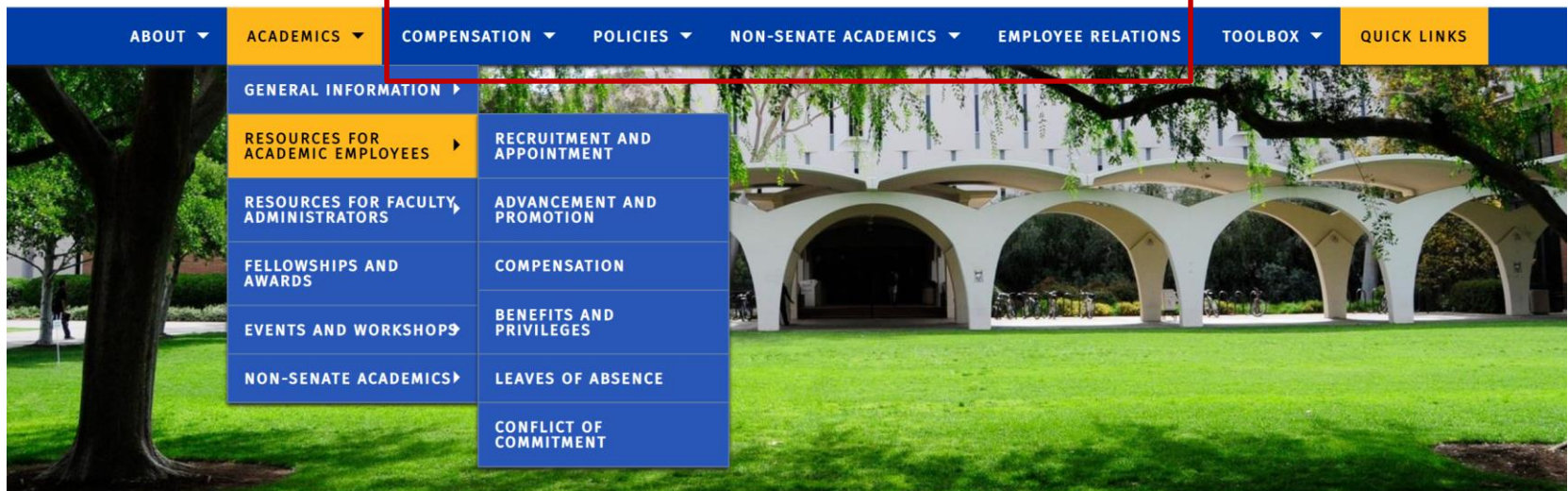
UCPath ([link](#) [↗](#))

University of California Faculty Handbook ([link](#) [↗](#))

University of California Index of Academic Titles Codes ([link](#) [↗](#))

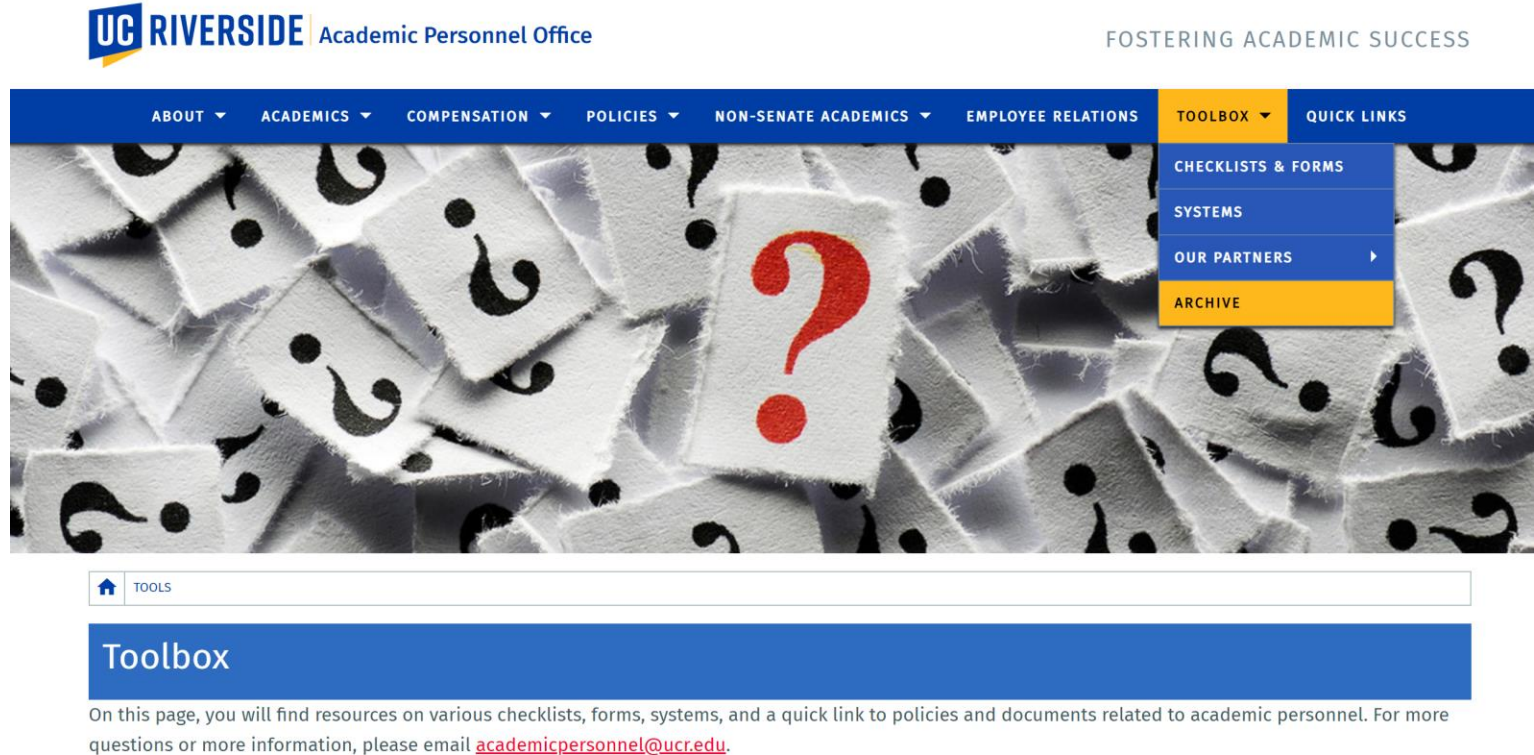
If you would like to see the most commonly used documents or pages, click on **QUICK LINKS**.

APO Website



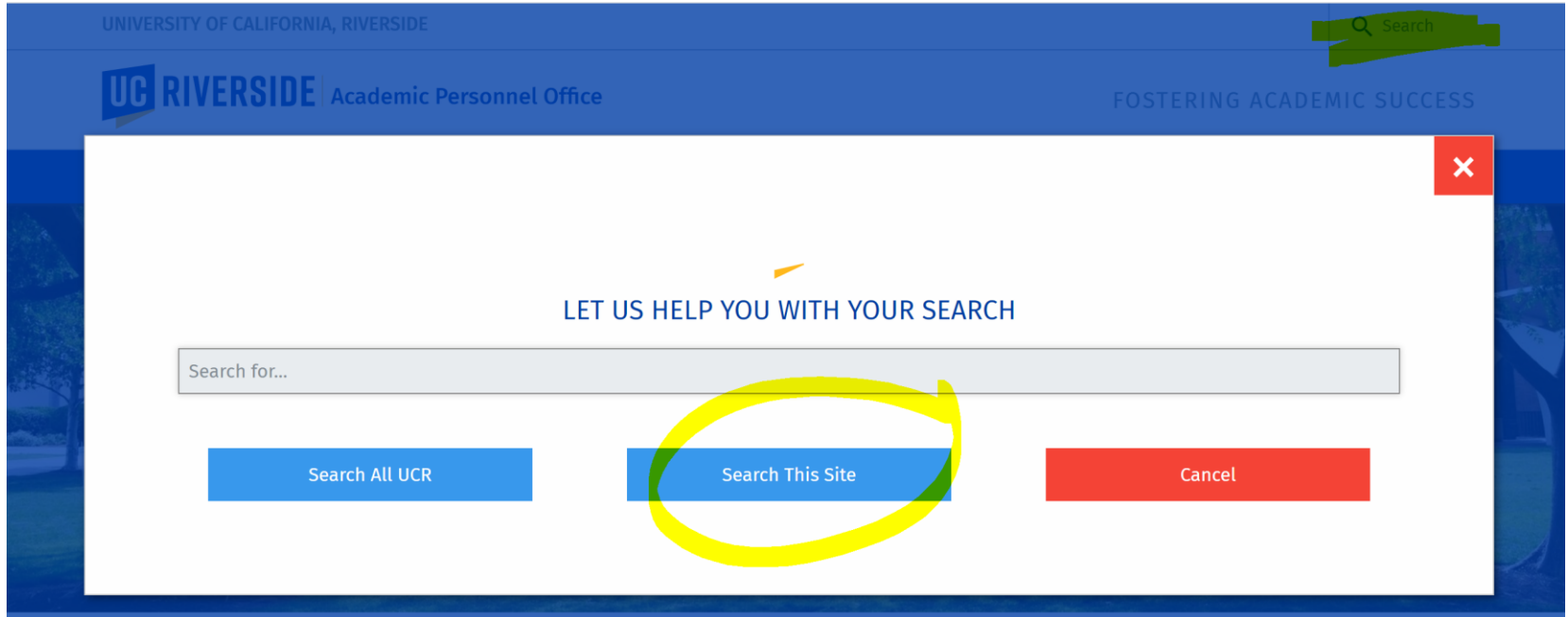
Under **ACADEMICS** you will find information on all matters related to academics. These are the same information you will find under **Compensation, Policies, Non Senate, and Employee Relations**.

APO Website



The **TOOLBOX** tab will take you to our academic systems, academic checklists and forms, and a list of our campus partners.

APO Website



Use **SEARCH** to find documents within the APO website.



THANK YOU
FOR
YOUR
ATTENTION
ANY QUESTIONS?

Sara Umali

Director of Academic Personnel Data & Technology

(951) 827-5810

sara.umali@ucr.edu

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

Supervising Academics

Nicholas Weston-Dawkes
Director AP Policy & Employee Relations



Faculty roles where you may be supervising others:



Teaching

- Teaching Assistants (TAs)
- Readers (Graders)
- Other Graduate Student Instructor roles



Research

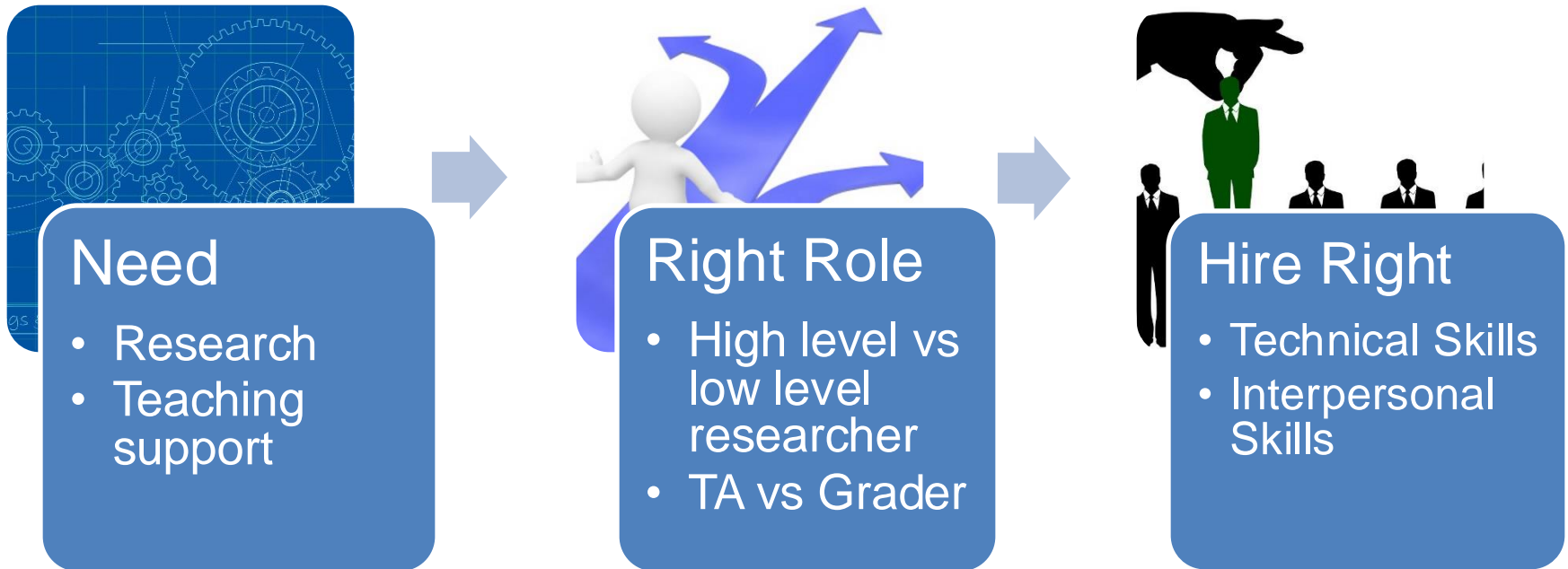
- Graduate Student Researchers
- Postdoctoral Scholars
- Academic Researcher titles
- Staff research titles



Service

- All types of employees

Determining what you need:



The Supervision Model (Non-Senate Academic Titles)

Upon Hire

Job Description

Letters of Expectation

Sets
Expectations
through:

- Scope of Work
- Needs of Supervisor
- Clear communication

Regular Oversight and Responsibility

1:1 Meetings

Formal Intervention

Monitor and
Reinforce
through:

- Regular Communication
- Clarify Misunderstandings
- Appropriate Intervention

Formal Corrective Action

Discipline

Dismissal

Accountability
and
Enforcement
through:

- Formal Warnings
- Escalation of Discipline
- Due Process for Employees

Policies and Represented Employees

- **Performance Management, Corrective Action, and Dismissal (Non-Senate Titles) policy**
- **Guidance from the UCR Provost Regarding Abusive Conduct and Bullying Involving Faculty and Academic Appointees**
- **Faculty Code of Conduct, Regent's Policy 1111 on Ethical Conduct, UCR Principles of Community**

Represented Employees

UC-AFT: Lecturers (Unit 18) and Librarians (Unit 17)

UAW 2865: Graduate Student Instructors (ASEs)

UAW 5810: Postdocs and Academic Researchers

Bargaining Unit Contracts
supersede APM

Union employees have
certain rights

Contact APO and Labor
Relations when needed



THANK YOU
FOR
YOUR
ATTENTION
ANY QUESTIONS?

Nick Weston-Dawkes

Director Academic Personnel Policy & Employee Relations

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nicholas.weston-dawkes@ucr.edu

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

Provost Executive Vice Chancellor



Elizabeth "Liz" Watkins

Campus Initiatives and Programs

Katina Napper

Assistant Vice Provost for Academic Personnel



Faculty Mentoring Program

- The goal of the Faculty Mentoring Program will be to provide opportunities for faculty to connect with mentors in a variety of ways.
- The structure of the program will allow for 1:1, group, and subject matter mentoring
- Kick-Off will be scheduled for Winter 2022

Academic Leadership Series

- Currently in the first year, focused on Department Chairs
- A collaborative effort with VC and Chief Diversity Officer, HR, and campus partners
- Plans to expand in the coming years, including sessions for Faculty with an interest in Leadership



THANK YOU
FOR
YOUR
ATTENTION
ANY QUESTIONS?

Katina Napper

Assistant Vice Provost for Academic Personnel

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Katina.napper@ucr.edu

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

Shared Governance



Jason E. Stajich
UCR Faculty Academic Senate Chair

Research and Occasional Paper Series: CSHE.1.98

CSHE Center for Studies in Higher Education
 UNIVERSITY OF CALIFORNIA, BERKELEY
<http://ishi.lib.berkeley.edu/cshe/>

**SHARED GOVERNANCE AT THE UNIVERSITY OF CALIFORNIA:
 An Historical Review
 March, 1998
 John Aubrey Douglass
 douglass@uclink4.berkeley.edu
 CSHE Senior Research Fellow**

The following brief on Shared Governance at the University of California was originally completed at the request of the Universitywide office of the Academic Senate and the Office of the President and was distributed to the Regents in the Fall of 1995, and an edited version published in the November, 1995 issue of NOTICE (the systemwide Academic Senate's newsletter). The version includes revisions and portions of a report on the organization of the University completed for the Universitywide Academic Senate. This working paper is not to be quoted without the permission of the author. Copyright John A. Douglass all rights reserved.



Two major features in the historical development of the University of California distinguish it from other major public research universities. The first is the university's unusual status as a constitutionally designated public trust – a designation shared by only five other major public universities. The second is the University of California's tradition of shared-governance: the concept that faculty should share in the responsibility for guiding the operation and management of the university, while preserving the authority of the university's governing board, the Regents, to ultimately set policy.

Shared Governance: faculty power (including responsibility!)

What Shared Governance is NOT.....

"Some of my faculty believe that shared governance literally **means that a committee votes on some new plan or proposal and that's it**—it gets implemented," said a seasoned department head. "There is **no sense of sharing, of who is sharing what with whom.**"

A dean chimed in that a faculty leader at her institution actually told her that shared governance means **that professors, who are the "heart of the university," delegate the governance of their universities to administrators**, whose role is to provide a support network for the faculty. "



What Shared Governance is....

"delicate balance between faculty and staff participation in **planning and decision-making processes**, on the one hand, and **administrative accountability** on the other."

"key to genuine shared governance is **broad and unending communication**"

"No one person is arbitrarily making important decisions absent the advice of key constituents; nor is decision making simply a function of a group vote. The various stakeholders **participate in well-defined parts of the process.**"



What Shared Governance is....

"delicate balance between faculty and staff participation in **planning and decision-making processes**, on the one hand, and **administrative accountability** on the other."

"key to genuine shared governance is broad and unending communication"

"No one person is arbitrarily making important decisions absent the advice of key constituents; nor is decision making simply a function of a group vote. The various stakeholders participate in well-defined parts of the process."

Two complementary concepts:

"giving various groups of people a **share in key decision-making processes**, often through elected representation;

and allowing certain groups to exercise **primary responsibility for specific areas of decision making**"

Shared Governance and Academic Senate

- **Academic Senate** of the University of California was established with the creation of the university in 1868
- **direct control** over **academic matters of central importance** to the University (Delegated Authority for Academic Matters)
- **advisory powers** on all issues relating to the **mission of the university: instruction, research and public service** (Advice and Consultation)

“The Academic Senate of the University of California is generally regarded as the most powerful such institution in the country. It is true that on some questions it may be consulted only as a matter of form or not at all, but on other matters, its expressed view may condition, if not control, the answer; and still on others, the senate is the sole judge under delegated authority. The fact that so many of its activities fall into the latter two categories makes it apparently unique among faculty organizations.”

-Lynn W. Ely
AAUP Bulletin 1964



UC
systemwide
Academic
Senate

- studies “problems of overall concern to the University”
- advises UC system President

ADVICE

UC Office of
the President
 (“UCOP”)



“the administration”

UC system
faculty
(that’s you)

CONSULTATION

- Chancellors,
- Provosts,
- Vice Provosts,
- Deans...

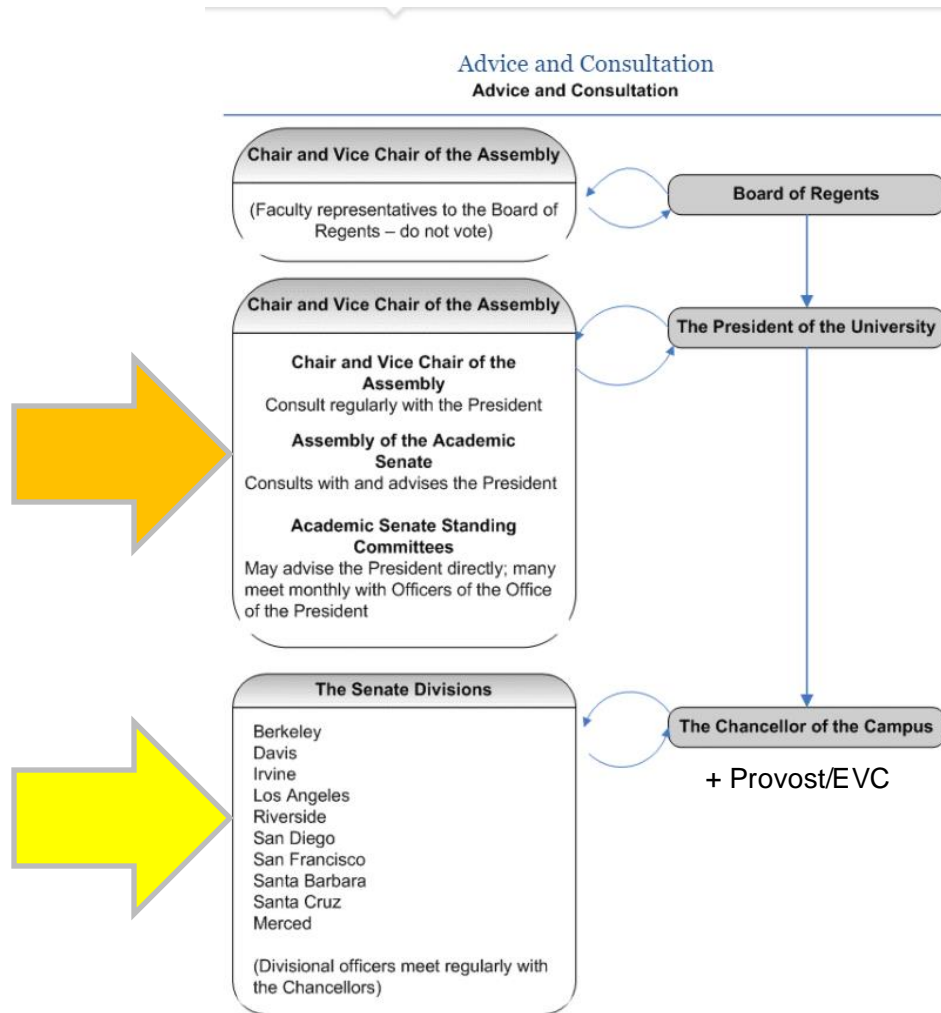
Heart of the academic mission

- *TEACHING*
- *RESEARCH*
- *SERVICE TO THE PUBLIC*

Official UC system hierarchy of power...

UC systemwide Academic Assembly: advises/consults with Regents and UCOP

UCR Academic Senate: advises/consults with UCR Chancellor, Provost/EVC, and administration...



What does the Academic Senate do?

Answer:

Everything that matters most for an educational institution

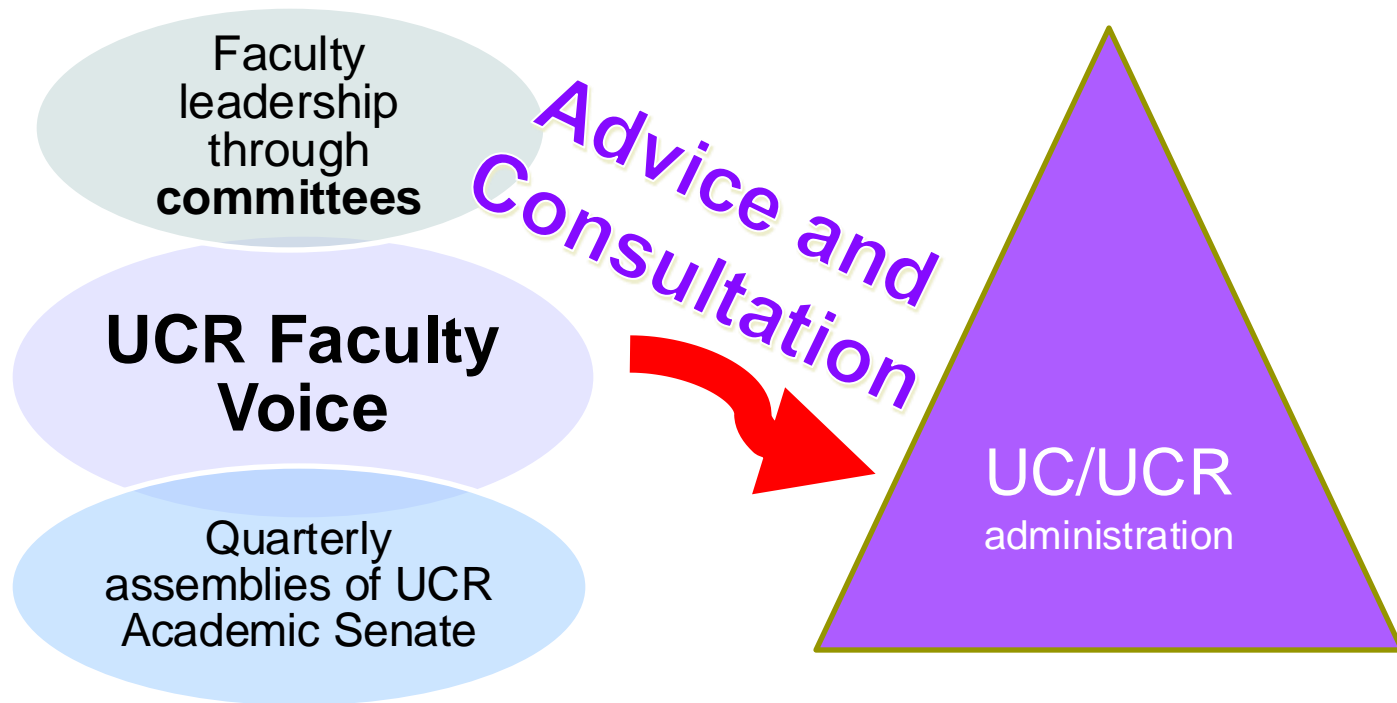
“The Senate guides the university’s educational course”

- › **Determines academic policy**
- › **Admission and granting of degrees**
- › **Curricula and courses**
- › **Advising on faculty appointments, promotions and budgets**

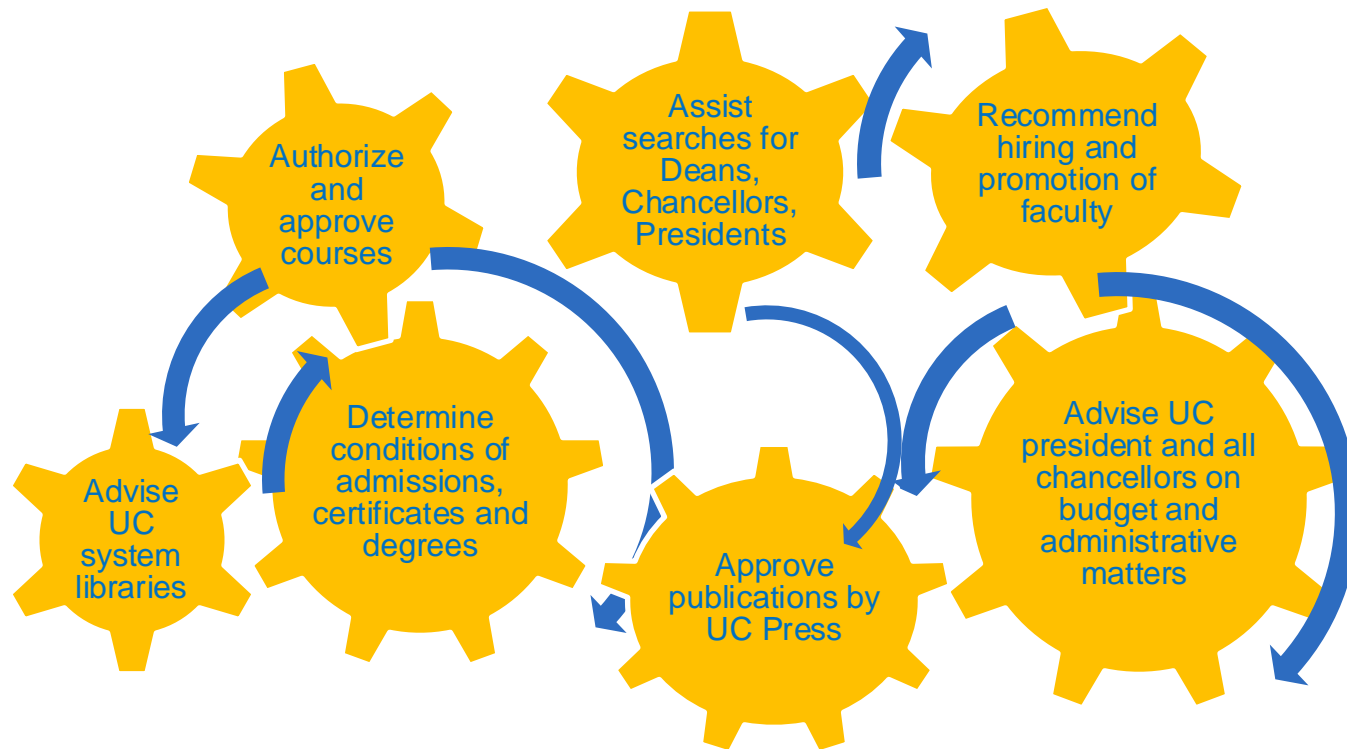
“The senate works in concert with the university administration, which is responsible for the finances and organization of the institution. These roles overlap and are frequently interdependent.”

Academic Senate as “faculty governance”

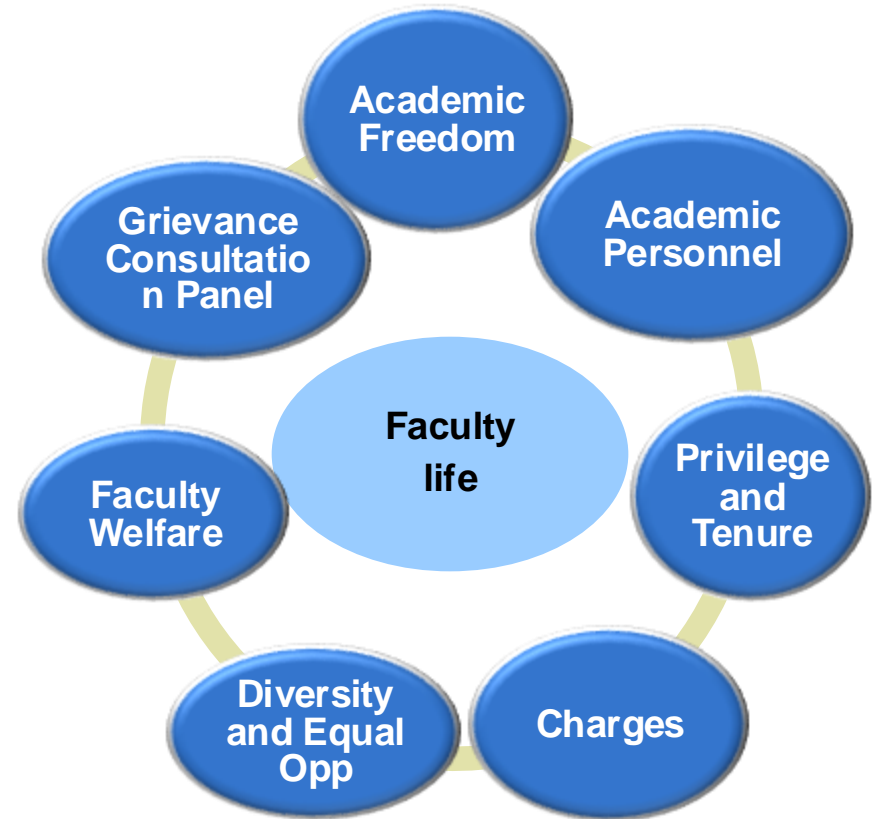
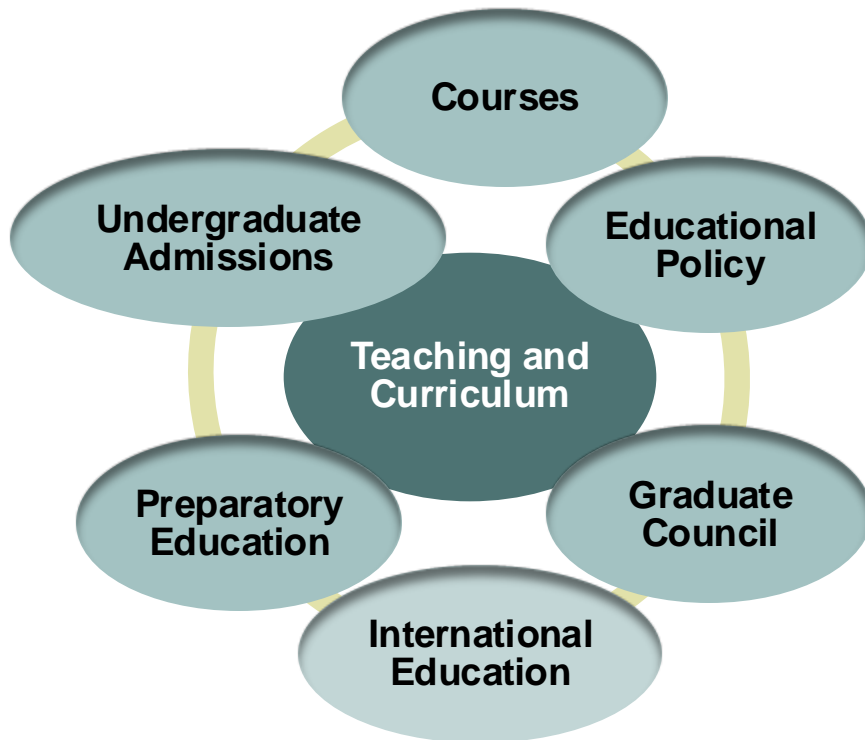
How it works...



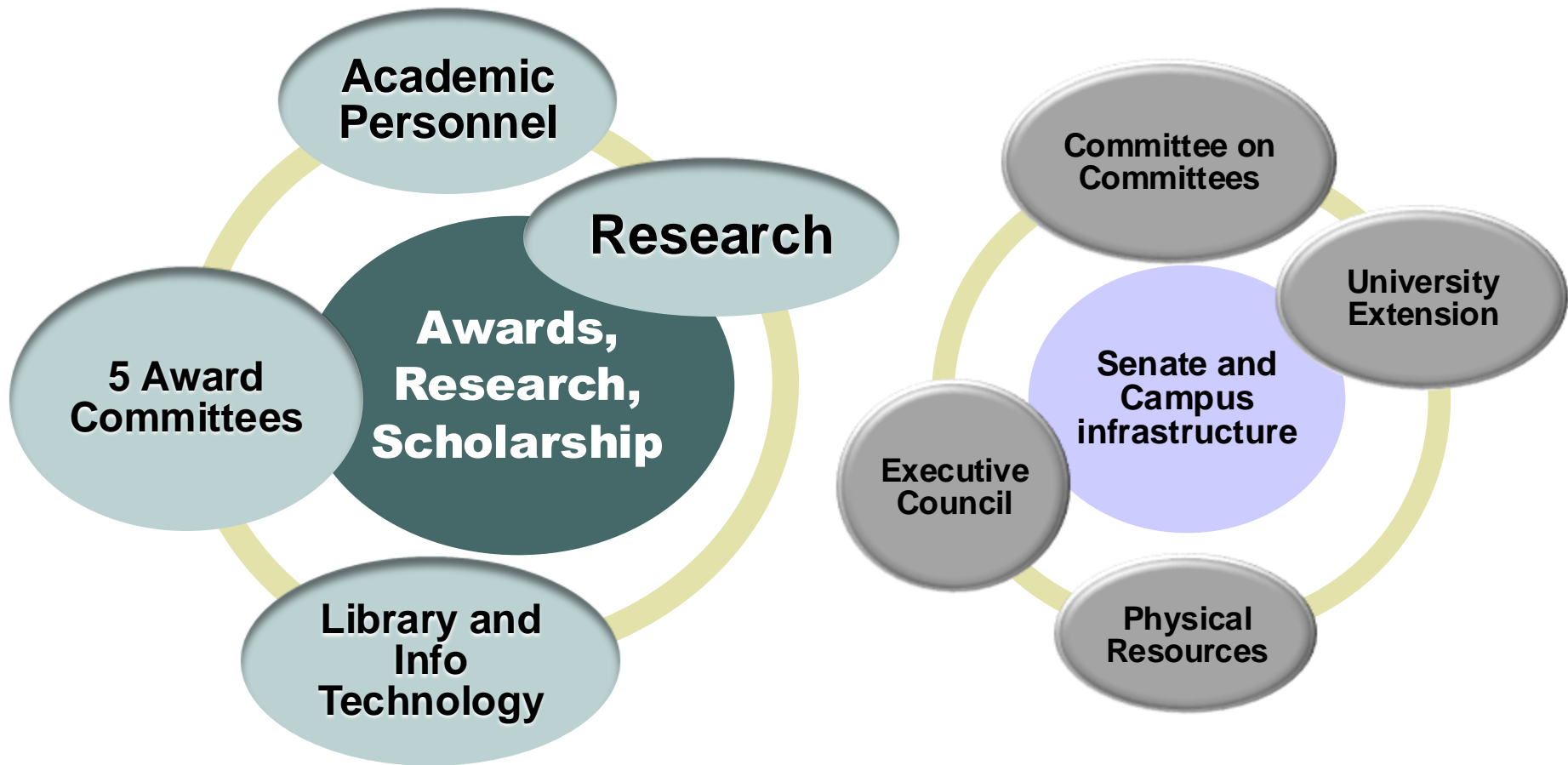
Chief Duties of the Academic Senate



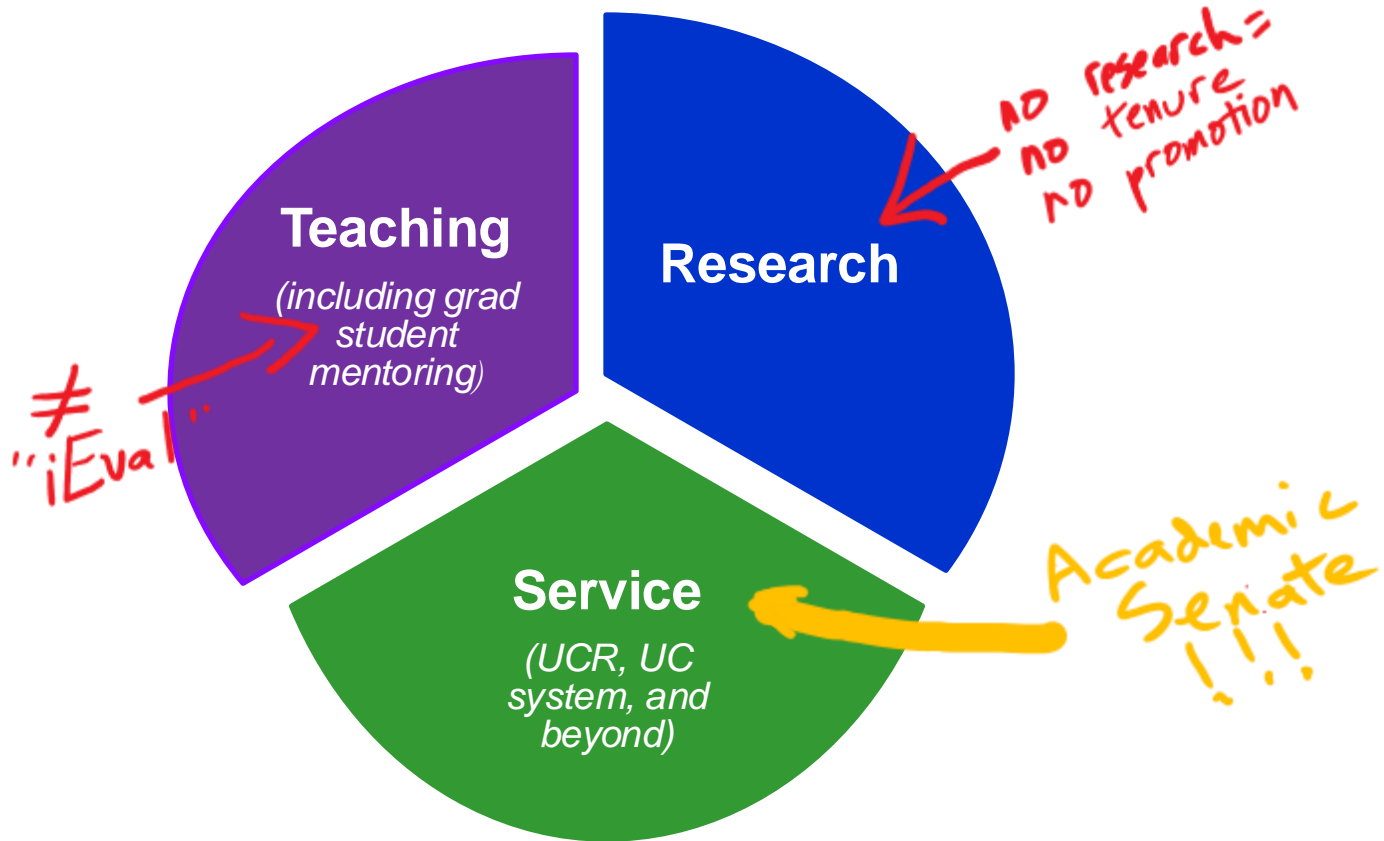
25 Academic Senate Committees...



25 Academic Senate Committees...



“The Job”



A graphic where each letter of 'THANK YOU!' is inside a separate, brightly colored rectangular block. The colors are: T (pink), H (orange), A (green), N (blue), K (purple), Y (orange), O (blue), U (green), and ! (pink).

Read more here: <http://senate.ucr.edu/>

Jason E. Stajich

Chair of the Academic Senate, Riverside Division
Microbiology and Plant Pathology
22363

jason.stajich@ucr.edu

Jonathan Eacott

Vice Chair of the Academic Senate, Riverside Division
History

jonathan.eacott@ucr.edu

Any Questions?

Meet Key UCR Staff

Ombudsman



Andrew Larratt-Smith



What is the correct gender-neutral term?

- A) Ombudsman
- B) Ombuds
- C) Ombudsperson
- D) All of the above
- E) It depends on who you ask

UCR Ombuds Office Mission Statement

- > The Ombuds Office strives to “humanize the UCR campus, making it a viable and responsible institution of people.”¹
- > We do so by:
 - > Empowering members of the UCR community who **consult confidentially** with us to navigate through thorny UCR-related concerns.
 - > Impartially **facilitating dialogue**, mediation and other informal collaborative group processes.
 - > Providing useful **educational resources and workshops** on such topics as conflict engagement, communication, fairness, and ethics.
 - > Offering practical, independent **recommendations to administrators** at all levels of the university in order to catalyze positive systemic change and to promote fair and equitable processes.
- > *¹Letter from Chancellor Ivan Hinderaker, appointing the first UCR Ombudsman, November 20, 1968. Even though the specific practices of the Ombuds Office have evolved over the years, the initial mission still rings as true today as it did in 1968.*

Interim Vice Provost of International Affairs



Marko Princevac, Ph.D.

➤ Core Functional Areas

INTERNATIONAL AFFAIRS

INTERNATIONAL STUDENTS AND SCHOLARS

Providing support, advice, and guidance to international students and international faculty at UCR

STRATEGIC INITIATIVES AND INTERNATIONAL RECRUITMENT

Creating global connections through strategic initiatives and growing our international diversity

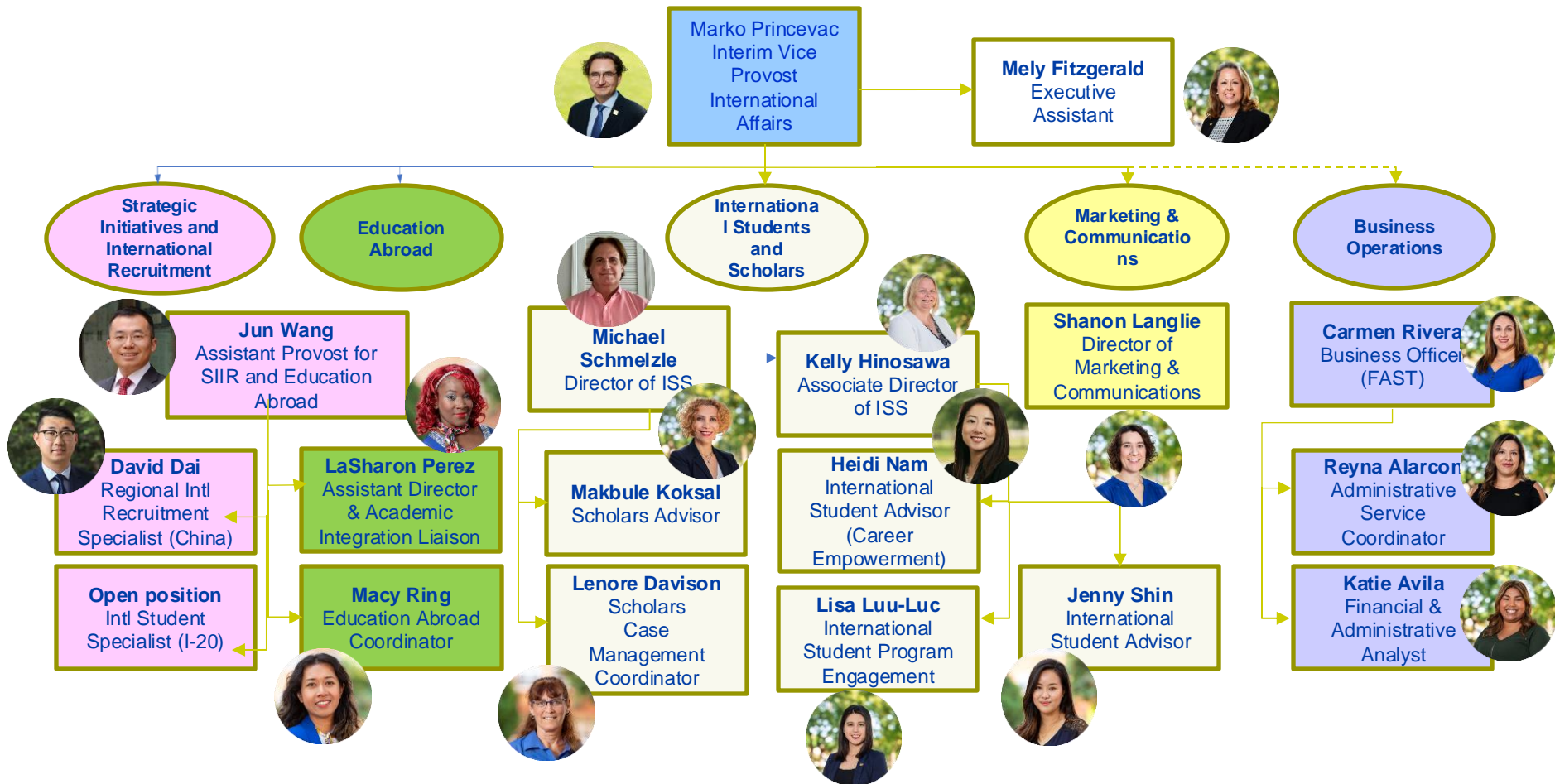
EDUCATION ABROAD

Advising and supporting UCR students on outbound international programs

ADMINISTRATION, BUSINESS, & COMMUNICATIONS

Expanding the UC Riverside brand on a global scale and managing campus and system-wide international initiatives, processes, and protocols

Current IA Organization Chart



International Students and Scholars

Support Provided

- expert advising • career engagement • tax workshops
- OPT/CPT • manage compliance status • intercultural/cultural adjustment events • advocacy

Common Student Visas at UCR

01 F-1 Student (SEVIS)

International students enrolled at UCR

[Things to keep in mind – Immigration 101](#)

[Things to consider: when communicating, culture counts](#)

[Campus Resources](#)

02 J-1 Exchange Visitor

Visiting Professors, Researchers, International Students at UCR

[International Scholars website](#)

[Sponsoring departments](#)

03 H-1B Specialty Worker

Position must require a minimum of a Bachelor's Degree [H-1B details](#)

04 TN Visa

Canadian & Mexican citizens, the job must qualify under NAFTA.

[TN visa details](#)

05 B-1/WB

International visitors invited by the university to engage in temporary academic, educational or professional activities.

[B-1/WB details](#)

06 Permanent Residency

Tenure track or occasionally long-term positions.

[Permanent Residency details](#)

Int'l Students



FAQs



If you have questions, please email: internationalstudents@ucr.edu or internationalscholars@ucr.edu

➤ Education Abroad

Faculty-Led Education Abroad Program, UC Education Abroad Program, and Opportunities Abroad Program

FLEAP

UCR Faculty teach courses in an off-campus setting during the summer quart.



UCEAP

UC System-wide programs designed to open the world to our students.



OAP

Affiliate Partners offer other opportunities abroad to explore.



If you have questions, please email educationabroad@ucr.edu

➤ Strategic Initiatives

Strategic Partnerships & MOUs

working to partner with universities and industries with common interests
4+1, 1+1,...programs, scholars exchanges,...



If you have any questions, please email Jun.Wang@ucr.edu

International Student Recruitment

Expanding the UC Riverside Brand

strategic international student and scholar recruitment efforts – faculty involvement is always welcome!



If you have any questions, please email Jun.Wang@ucr.edu

THANK YOU

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Vice Chancellor & Chief Diversity Officer



Mariam Lam

Dean of Graduate Division



Shaun Bowler

Vice Provost and Dean of Undergraduate Education

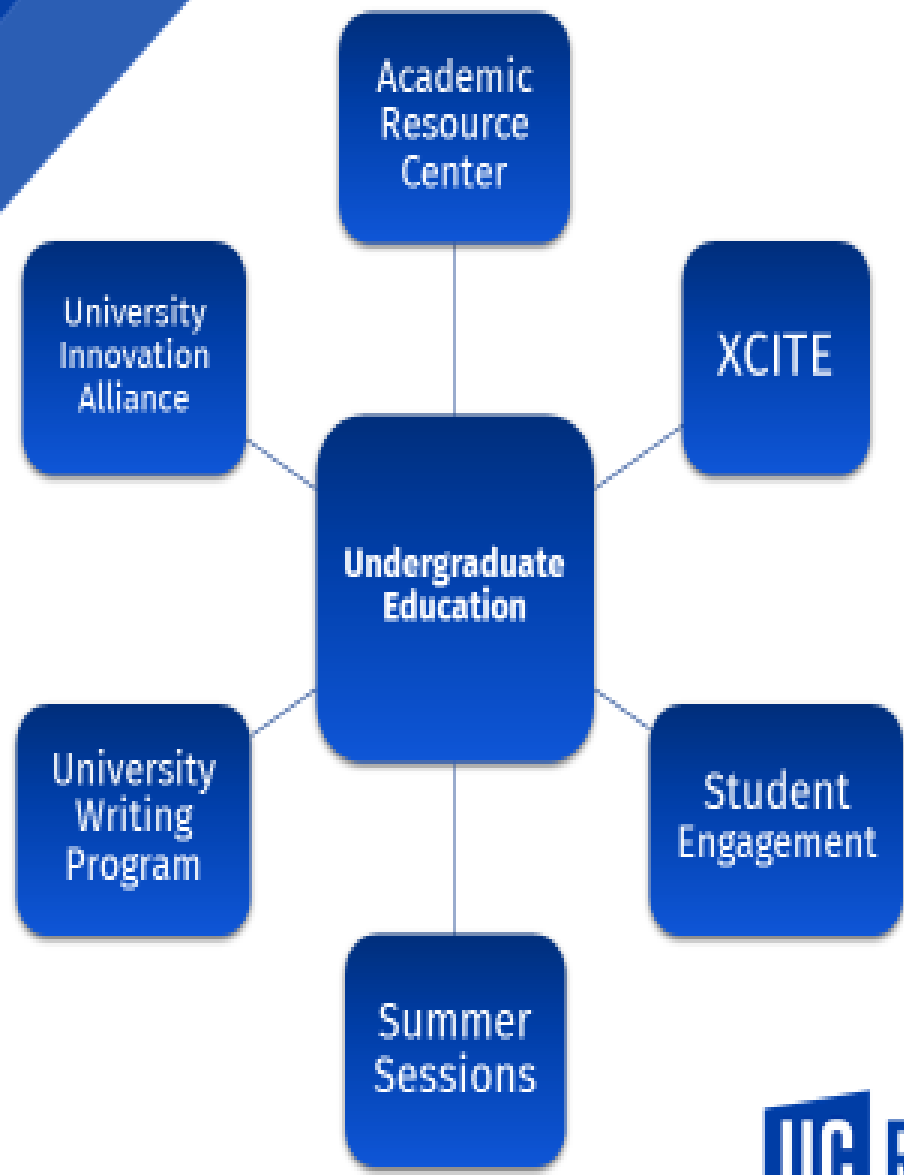


Jennifer Brown, Ph.D.
Professor in Public Policy

[ASK.UCR.EDU](https://ask.ucr.edu)

VPDUE@UCR.EDU

“A hub of innovation and collaboration for student success”



Pandemic Related Student Success Interventions

- 01 Incentive Grant Interventions**
Financial resources for students in need due to the pandemic.
- 02 Expansion for Supplemental Instruction, Tutoring, and Early Assist**
Support to fill the "gaps" in learning that students have experienced as a result of the pandemic.
- 03 Academic Resource Center (ARC) Technology Support**
Infrastructure and technology upgrades to support online academic support services.
- 04 Peer Mentor Expansion**
Expansion of peer mentors in the ARC, Chicano Student Programs, African Student Programs, Office of Foster Youth Support Services, and the six undergraduate colleges and schools.
- 05 Highlander Early Start Academy (HESA) Expansion**
Summer bridge program for incoming freshmen.
- 06 Welcome Week Plus**
Enhanced activities to mitigate the impact of 18 months of online instruction, online orientations, and the lack of physical campus navigation. Support for new freshmen, transfer students and current sophomores navigating the campus for the first time.
- 07 Instructional Continuity Consultants**
Graduate students hired to provide pedagogical and technological support to faculty and help both students and faculty adjust to post-pandemic teaching modalities.
- 08 Piazza**
Platform that can address learning loss brought about by the disruptions caused by COVID-19. Piazza allows instructors to rapidly assess learning loss early in the course. The platform's in-depth assessment tools can determine student's learning issues that will require additional personalized instructor-based mitigation and remediation strategies.



Undergraduate Education's Response to the Pandemic

➤ **ScottyBot** – ue.ucr.edu/scottybot

A chatbot that answers student questions and provides guidance about campus resources 24/7/365

➤ **AskUCR** – ask.ucr.edu

A jargon-free hub that connects students to campus support and engagement opportunities

➤ **Campus Collective** – ue.ucr.edu/mentoring

A text messaging platform that connects incoming freshmen and continuing sophomores with a volunteer peer mentor

➤ **Keep Learning** – keeplearning.ucr.edu

A student support site with remote learning tips, online proctoring information, instructional technology tutorials, and resources for free software, loaner laptops, and Wi-Fi hotspots

➤ **Keep Teaching** – teaching@ucr.edu

Pedagogical strategies and instructional tools to prepare, teach, and communicate in the classroom

➤ **Keep Teaching** – teaching@ucr.edu

Pedagogical strategies and instructional tools to prepare, teach, and communicate in the classroom

➤ **RISE Classrooms** – ontherise.ucr.edu

An initiative to improve classroom technologies

➤ **Instructional Technology Tools** – teaching.ucr.edu/tools

Resources to advance engagement and communication with students to build deeper connections in the classroom

➤ **The Art and Craft of Remote Teaching** – canvas.net/browse/ucriverside/courses/art-and-craft-of-remote-teaching

An asynchronous online course to prepare faculty for teaching remotely.

➤ **The Art & Science of Student Engagement** – canvas.instructure.com/enroll/YDLPK9

An online faculty workshop containing best practices for student engagement in remote, hybrid, and face-to-face courses



Vice Chancellor Research & Economic Development (RED)



Rodolfo H. Torres

Chief Campus Counsel



David Bergquist

Associate Vice Chancellor & Chief Compliance Officer



Kiersten Boyce

Chancellor



Kim A. Wilcox

Reception

Meet colleagues

Grab refreshment

Visit information tables