Chair's Fall Forum
October 3rd, 2017

Welcome to continuing and new chairs

Thank you!

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

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

UCPath

- The project is advancing well and we will have additional experienced help between now and go-live, which is slated for Dec/Jan, as well as during the hypercare period after go-live

- The go/no go decision will be made in the second week of November

- The decision will be based on our ability to accurately pay all of our employees. This may require some workarounds.

- In this regard, we may need your help in communicating with particular faculty who may be impacted - we want to communicate ahead if there may be a non-standard situation.

Faculty Liaisons for UCPath

Declan
McCole
SOM/CNAS

Melissa
Wilcox
CHASS

Jason
Weems
CHASS

Tom
Stahovich
BCOE

Elaine
Wong
SoBA/SPP/GSOE
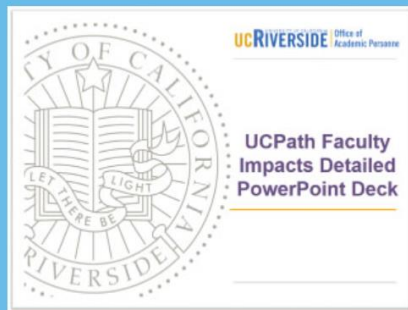
Isgouhi
Kaloshian
CNAS

Alex Rollins

www.ucrpath.ucr.edu

Step by Step Instruction on New Processes

Download by clicking on topic below

Processes: Payroll Funds (FAU) | Onboarding (Hiring) | Position Management | Salary Cost Transfer | Time & Attendance | Extended Leave | Offboarding (Retirement) | Offboarding (Resignation)

Detailed PowerPoint Deck

A PowerPoint Presentation detailing the changes that will impact academics.
Download by clicking on topic below

Detailed PowerPoint Deck

FAQs

Find answers to your most frequently asked questions.
Click below for FAQ page

FAQs for Academic/Faculty

Writing a grant?

- Instead of having to ask a staff person for help, you will be able to access information about salary and benefits for positions in your group directly and 24/7.

Thinking of taking a sabbatical?

- Instead of having to ask Dean's staff, you can check your sabbatical accrual online.

Things to keep in mind for your staff support

- Your staff support will have to learn new systems.

- Be patient and understanding.

- Communicate with your staff well in advance whenever possible because some processes will take longer to complete.

Schedule for receipt of files

Thank You! CAP used to receive files in the Fall, but zero last year. Some files are very straightforward. Please route as soon as ready for next step. We can only provide the fairest review if the workload is spread out.

Also, this year, it is important to get some files underway before working with new UCPath systems impacts your staff.

Personnel Review Action	Date Due in APO
Appraisal Merit Quin	One third due third Monday in November Next third due first Tuesday in April Final third due first Monday in May
Promotion to Associate Professor Advancement to above scale	The third Tuesday in January
Promotion to Full Professor Advancement to Professor VI Career Review	The first Monday in February
Reappointment of Assistant Professor	The first Monday in March

The Call and efile

- The Call now has a navigation feature for ease of use
- efile is mandatory (it has been >10 years) and we need the data to convert to the new system coming this Spring!
- There is a faculty and staff work group, led by Eric Martin from IT systems and Sara Umali from APO, helping to design the new system:

Walid Najjar; Paulo Chagas; Kiril Tomoff; Andrew Winer; Kenneth Barish; Keith Harris; Rick Redak; Nordene Smith-Hayles; Gabriela Zepeda; Genie Mulari; Veronica Quesada; Cecilia Gonzalez; Elizabeth H Reynolds; Cynde Sanchez; Michael Haeberle; Laurie Bollinger; Wendy Alvarez; Janet Harshman; Ana Kafie; Jami Holland; Terri Buchanan; Wydette Morales; Jasmine Mejia; Veronica Valenzuela;

The Call

- For faculty at a barrier step (Associate Step V, Professor Step V, and Professor Step IX) under a quinquennial review where the outcome will be satisfactory and (1) whose performance in all three areas of review is considered sufficient for a normal merit or (2) who has sufficient for a normal merit when expressed as the faculty proportion of a less than 100% faculty administrator position (see APM 241) **and** who has served in a significant administrative capacity for at least half of the 5-year period, reviewing bodies may recommend and comment on the appropriateness of a salary increment equivalent to half a step.

Leaves – reminders

- **Absences Shorter than 7 Calendar Days (includes attending professional society meetings)- APM 752**
  These do not require a leave form **with the exception of a medical leave**. However, any time an academic appointee is absent from campus the Department Chair (or equivalent) must be informed. Academic appointees absent without an approved leave are at considerable risk of non-coverage should an injury occur.

- **Short Term Leave (between 7 and 30 calendar days)**
  Effective April 1, 2015, these leaves were delegated to the Deans (or equivalent) for approval. Per APM 752-6, approval of the leave requires that the faculty member's university responsibilities are covered. Signature of the chair on the approval leave form verifies that this is the case.

- **All senate leaves over 30 days** require the approval of the Vice Provost for Academic Personnel.

Change of Duty Station

- If the academic employee will be conducting research at an alternate site and not on sabbatical

CHANGE OF DUTY STATION (CODS) REQUEST FORM
University of California, Riverside

To: Vice Provost for Academic Personnel (*Refer to Delegation of Authority for approval authority.*)
Date:

1. **Academic Appointee Information:**

Name: _____ Dept(s): _____

Title(s) _____ College(s)/School(s): _____

2. **Leave of Absence (LOA) Request**
   Include a leave of absence request form (UPAY 573). ☐ Form is attached.

3. **CODS**

a. Start Date and Return Date:						
b. Quarter requested for CODS:	☐ Fall	☐ Winter	☐ Spring	☐ Summer	Academic Year	
c. The quarter for return to full duty is:	☐ Fall	☐ Winter	☐ Spring	☐ Summer	Academic Year	

4. ☐ **Statement of CODS**
   a. If the change of duty station involves research, explain why a change of duty station is being requested rather than a sabbatical leave.

   b. State precisely what research (or other activity) is to be undertaken. The statement should be clear that the same kind of work is being done as would have been done on the home campus, except that it is at a different location.

   c. Explain why the research/activity needs to be done at a different location and why it needs to be done at this particular time.

Hiring: Search Committee

New

- Education for all search committee members –
  1) online course and
  2) for ladder rank, in - person workshop

- COI form for search committees

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CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____ Department: _____

Committee Member Affirmation

By signing my name below, I am pledging adherence to the highest ethical standards, to following all laws related to equal opportunity, affirmative action and non-discrimination and to the following statement on conflict of interest. The intent of the General Guidelines on Conflict of Interest is to foster equitable treatment of all candidates and prevent the appearance of partiality in employment practices, including recruitment and selection.

Members have an obligation to address both the substance and the appearance of conflicts of interest and, if they arise, to disclose them to other members of the committee and to the Assistant Vice Provost for Academic Personnel (AVPAP) for a ruling on appropriate action.

A conflict of interest occurs when a search committee member has, or appears to have, a familial, personal, professional, commercial or financial relationship with a candidate that may compromise, or appear to compromise, a fair and equitable recruitment and selection process and outcome.

A conflict of interest exists whenever a search committee member's interests or activities have the potential - real, or perceived - of:
   a) Compromising the search committee member's judgment;
   b) Biasing the nature or direction of the recruitment and selection (in either direction);
   c) Influencing the search committee member's decision or behavior; or
   d) Resulting in personal or a family member's gain or advancement at the expense of the University.

A conflict exists by virtue of a relationship that could result in an undue influence on the search committee member's professional judgment. One does not have to do anything improper to have a conflict of interest; it may be strictly situational.

In the event of a conflict of interest, the committee member with whom the conflict of interest exists must disclose the conflict to the search committee and to the AVPAP: katina.nappen@ucr.edu or ext. 2-5032. The search committee and the AVPAP will determine if the committee member with whom the conflict exist should either:
   a) remove themselves from the search committee; or
   b) recuse themselves from deliberations related to the candidate with whom the conflict exists.

Disclosure of the conflict and the decision made to eliminate the conflict (removal or recusal) should be noted in APRecruit.

For additional guidance in effectively managing conflict of interest, contact EEAA (affirmativeaction@ucr.edu). For the policy governing employment of near relatives, refer to APM 520.

I have read and understood the basis for this policy and my obligations in regard to conflict of interest.

Signature: _____ Date: _____

Hiring:

- **New:** Upload of Diversity statement as part of appointment file (memo on its way)

New

- **Problems**

1) Advertisements not inclusive of a minimum of 8 weeks until first consideration

2) Advertisements with lots of errors (grammatical and other) showing approvers not reading the APRecruit file.

"A record of, or potential for, academic program development is desirable"

"A short list of minimally qualified candidates will be produced"

Hiring: Requests for Central Funding for Positions

Faculty Name			Primary Department Name				
Effective Hire Date (mm / dd / yyyy)			**Rank**				
Payroll Status *(Indicate start date / details of payroll distribution. Leave blank if payroll begins on effective hire date)*			☐ Department Hire ☐ College Hire ☐ Cluster Hire *Cluster:* .		☐ Partner Hire ☐ Target of Excellence ☐ Chancellor/President Post Doc Incentive		
Salary Amount *(Funded by Central Campus)*							

Other Appointment Information				IR/OR/CE Split			
	Primary Appointment	Secondary Appointment	Secondary Department		IR	OR	CE
% Split				% Split			

☐ **Standard Package (Dean Approval)**	**Revision**
This is a standard package that follows department guidelines and includes only salary, benefits, general support, and the authorized start-up funding per the policy link below for new faculty positions. *If so, leave Central Campus Funds Required 1-4 blank, as extraordinary central funding requires the Provost's approval.* *Faculty Hiring Start-Up Funding Policy notes distribution is based on the three-year average start-up costs per hire and the total number of new hires, not the actual costs of new hires. For hires made under the "cluster hiring" initiative, the Provost will provide 100% of the college's average start-up funding package.*	*Indicate revision date only if offer letter is revised*

Prepared By:		**Date:**	
Preparer's Email:		**Ext:**	
Approved By: *Electronic Signature of Dean*		**Date:**	

☐ **Non-Standard Package (Provost and EVC Approval)**
1. Central Campus Funds Required

	Title/Description:	
Other funding notes:		
☐ One time funding		Amount: $
☐	Multi-Year Funding *Variable Amount Below* or	Timeframe*: Yearly amount: $
		For internal UCR use only

Hiring: Lack of compliance

- Interview reports: once someone is hired-due 30 days after close of search (Official offer by Chancellor accepted or failed or cancelled search).

- The absence of these is monitored systemwide through APRecruit and their absence means we are not in compliance with Office of Federal Contract Compliance Programs. We have to impose a hold on any new recruitments in departments that have not completed these.

- What is written has to justify your choice. These justifications are subject to disclosure.

Hiring: Professors of teaching

- Please read the expectations for advancement in this LPSOE/LSOE series **before** a recruitment

- There is a requirement for an annual MOU in regard to teaching and administrative expectations. This MOU becomes part of the efile so that CAP can better judge an individual situation. E.g. there may be a year when re-accreditation occupies a lot of time and fewer courses are taught. This would be in the MOU.

Routing signatures – what do they mean?

- It has passed through a staff member's hands who attached my electronic signature, but I never read it

- I read it, but I am not commenting

- I read it, but doesn't mean I approved/supported

- I read and approved/supported

  I approve *Chair/Dean XX*
  I do not approve *Chair/Dean XX*

Faculty Retentions- records

- Because of the new funding model, retention negotiations largely stay at the level of the chairs/deans. However, as part of our study of why faculty leave or are retained at UCR, we need data on who has been retained (we are in the 3rd year of a study with Collaborative on Academic Careers in Higher Education at Harvard)

A) if they received an outside written offer

B) if they went through the formal preemptive process involving CAP or

C) if you provided something other than salary to improve their research opportunities at UCR

Chairs 201 sessions – noon-1pm in Hinderaker 0154. Lunch provided with RSVP

- **Oct 2nd: Good and Bad Department Letters**
- **Nov 2nd: Stalled faculty**
- **Dec 1st: Offer letters/IC Letters**
- **Jan 2nd: Faculty Retention Process**
- **Feb 2nd: Negotiation Skills for Chairs (Rami Zwick)**
- **Mar 2$^{nd:}$ Leaves of all kinds (Sara Umali)**
- **April 2nd: Compliance for Chairs (Elizabeth Boyd)**
- **May 2nd : What was your worst problem this year and how did you solve it?** This one 4-6pm

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

• First *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 (table service included) are excellent –e.g. wild mushroom flatbreads, sliders, chicken wings, vegetarian plate – and more.

Barn Expansion

~1916

- The project will enhance dining operations and the existing dining and entertainment venue while symbolically retaining cultural aspects of the facilities' agrarian past.

- Renovates and expands the Barn facilities by: improving dining facilities, enhancing entertainment, programming abilities, establishing a Faculty/Staff Dining Room, and renewing the Barn Theater.

- Renovation and new construction. 18,450 gross SF.

- Outdoor program space 10,400 SF consisting of new courtyards with seating, campus event space.
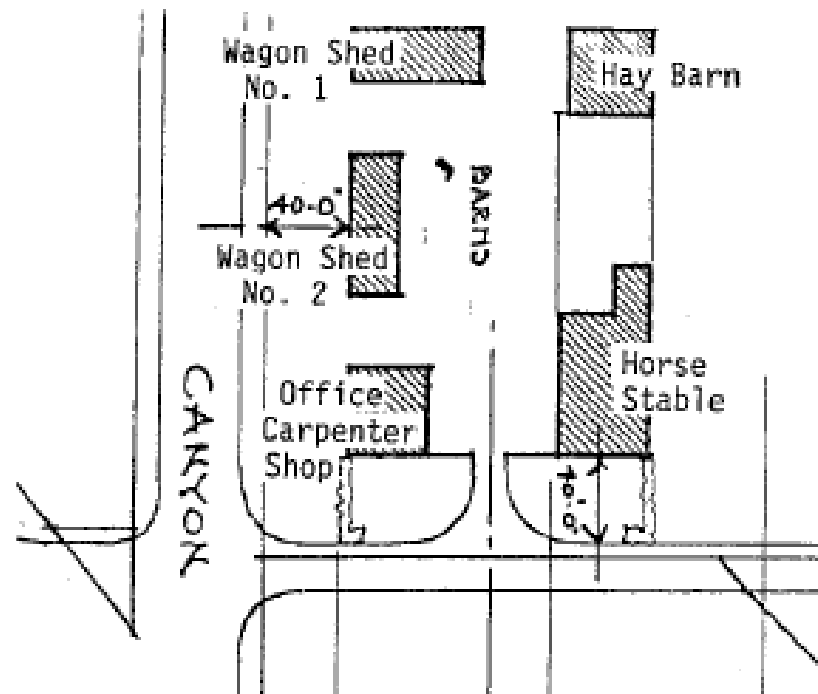
Wrap-up

- Again, thank you for your service

- Let us know how we can help

Sincerely,
The APO team