Some of the Candid Points

- It’s tough to get the right information to the right people at the right time
- Central Office “Gap” – we are very decentralized; departments are critical to communication
- Tension between applying policies equitably and so much turns on the specifics of the situation (case-by-case basis)
- Some of the biggest challenges are “interpersonal”; policy doesn’t really help
Academic Leader and Administrative Head

From CAPM 312.245:
- Seek the advice of faculty colleagues in a systematic way
- Conduct the department's affairs in an orderly fashion through meetings or appointment of appropriate committees
- Seek student advice and counsel on matters of immediate concern to students enrolled in the department's programs
General UC Policies

- There are systemwide policies that come out of various offices at UC Office of the President (UCOP) on a wide range of topics

- Campuses are provided the opportunity to comment on

- Campuses typically create campus-specific implementing procedures (e.g., assign authority; designate office of responsibility)
Child Abuse and Neglect Reporting Act (CANRA)

- California law; Effective January 1, 2013, applies to higher education
- UC policy on CANRA effective July 1, 2013
- Mandated Reporter
  - duties require contact with children under age 18 on a regular basis
  - supervise others with such duties
- Need your help to identify employees who may be Mandated Reporters
- Contact divisional academic personnel coordinator
Jeanne Clery Disclosure Act

- Federal law that requires disclose of campus crime statistics and security information
- Designated Reporters – Campus Security Authorities (CSA)
  - significant responsibility for student and campus activities
- UCSC is currently identifying campus CSAs
Smoke & Tobacco-Free Campus as of January 1, 2014

- Ensure that academics, staff, students, and visitors within your unit are informed of the Policy
  - websites; department handbooks; orientation materials

- Refer questions to the Office of Environmental Health and Safety (EH&S)
Academic Personnel Policy Development

- Opportunity to provide comment on both systemwide and campus policies

- Facilitate review by forwarding to and discussing with individuals in your department/program

- We want your feedback – any ideas how to do this differently?
Proposed Revisions to Deferral of Personnel Reviews

- Duration of deferrals
  - Two-year period for all approved deferrals
  - One-year period for all “automatic deferrals”

- Faculty may put themselves up the very next year; not considered an acceleration
Proposed Revisions to Deferral of Personnel Reviews

- Consequences of “automatic deferrals”

Faculty will be considered not to be in good standing, which may result in denial of some privileges, such as:
- sabbatical leave
- Committee on Research funding
- Divisional funding
Proposed Revisions to Mandatory Reviews

- Change in timing from the 6th year to the 5th year without a review

- All Mandatory Reviews will be a peer review, including review by CAP

- Mandatory Merit Review for those below Professor, Step 5
Conflict of Commitment & Outside Professional Activities

APM 025

“The University sees great value in activities outside the University that advance and communicate knowledge through interaction with industry, the community, and the public, and through consulting and professional opportunities”
APM 025 - Categories

- **Category I Activities**
  - Prior approval required, counts against 39/48 day max, must be reported annually

- **Category II Activities**
  - Counts against 39/48 day max, must be reported annually (no prior approval)
APM 025 – Prior Approval

- **Category I**: compensated teaching or research at another higher ed institution; CP/EVC approval

- **Category II**: providing expert testimony, serving on board of directors; Dean authority

- **Special Category**: Involving students in an outside activity in which faculty has a financial interest; Dean authority
APM 025 – Annual Reporting

- Annual Reports due every year on 9/30 for the prior fiscal year – July 1 through June 30

- Faculty need to report days spent on Category I and/or Category II activities

- Attach prior approval for Cat. I activities

- Required to report even if reporting “no Cat. I or Cat. II activities”
APM 025 – Annual Report

- Chairs submit a report to the Dean by October 31 that lists those faculty that did and those that did not submit the Annual Report form.

- Annotate report as appropriate (e.g., faculty on medical leave, will submit upon return in winter quarter).
Leaves

- Sabbatical
- Professional Development
- Childbearing/Childrearing
  - ASMD – Active Service Modified Duties
- Parental
- FML – Family Medical Leave
- Accrued Vacation and Sick Leave
- Medical leave for faculty
  - Certain leaves and/or circumstances provide for time off the tenure clock
Hiring Course Assistants (non-student TAs)

- We must determine that there are no qualified grad student applicants to be hired as a TA before we can hire a Course Assistant.

- How did we determine that the grad students who applied were not qualified to be the TA?

- Union may request in writing the reason(s) why a specific grad student was disqualified for that position and we hired a Course Assistant instead.

- A “more qualified” Course Assistant is not a reason.
Unit 18 Lecturers

- Pre-6: 0-18 quarters of service in a department/program/college; end date

- Continuing: post-18 quarters and positive “need determination” and excellence review; indefinite end date

- Important junctures: 10th quarter bump; 15th quarter need determination; excellence review completed in the year the 18th occurs

- Merit Reviews every 3 years; requires DCAP review
Unit 18 Lecturers

- Workload is based on an 8-course maximum; a five-unit course = 1 IWC (instructional workload course)

- Portions of IWCs or IWCs for non-course assignments are called course equivalencies (e.g., “enrollments greater than 350 get a 1/4\textsuperscript{th} c.e.”)

- If we change the IWCs associated with a course (+ or -), we must give the union a 30-day notice and offer to meet with them prior to implementing
Unit 18 Lecturers

- Different notice periods for reduction in time and full layoff actions for Pre-6 and Continuing Lecturers

- Notice, or pay in lieu of notice, runs from 30 days to 12 months and is counted from the “Quarter Begins” date of the quarter being impacted

- Continuing appointees have 2 year reemployment rights
Students with Disabilities

- They must meet the same admission standards as other students
- They are entitled by law to the same rights to all programs, facilities, and instructional technology
- They are eligible to receive reasonable accommodations that relate to their disability (student must disclose disability & make request)
- They have the right to confidentiality regarding disability-related information
Disability Resource Center (DRC) Responsibilities

- Authorize accommodations based on medical documentation and functional limitations of individual student

- Serve as a resource to faculty and staff regarding disability related issues

- Facilitate interactive process if concerns arise
Responsibilities involving Students with Disabilities

- Keep disability related info confidential
  - Academic Accommodation Request Forms
  - Need for note taker
  - Exam arrangements
  - Status as a DRC client

Concerns about providing an accommodation to a student? Contact DRC before saying No
Electronics Access is Essential

- Websites, web applications, and all course materials must be compatible with adaptive technology (ex. screen reader software)
- Films, YouTube clips, etc. need captions
- E Commons is accessible container
- Course readers or articles posted to E Commons must be “clean copies”
Responsibilities involving Students with Disabilities

- Ensure that all types of instructors and course support staff understand their responsibilities in this important area

  - Visiting Professors
  - Graduate Student Instructors and TAs
  - Guest Lecturers

- Set the tone that this matters, arrange for department training from DRC staff, and assist with problem solving
Cautionary Tale

- Settlement Agreement: UC Berkeley and Disability Rights Advocates (DRA)
- DRA represented 3 UC students with print disabilities who experienced barriers in receiving instructional materials in alternative formats
- 26-page agreement with required monitoring, tracking, campus review processes, reporting, etc.
10 Things Faculty Need to Know
Terms & Conditions of Employment

- The UC Academic Personnel Manual (APM)
- The Campus Academic Personnel Manual (CAPM)
- The Santa Cruz Faculty Association (SCFA) is the exclusive representative of senate members for campus-level changes to terms and conditions
Faculty Code of Conduct & Discipline

- APM 015, The Faculty Code of Conduct, contains specific examples of unacceptable faculty conduct.
- APM 016 provides procedures for the imposition of disciplinary sanctions.
- CAPM 002.015 is the campus’s implementing policy for discipline.
Required Trainings for Faculty

- Sexual Harassment Prevention Training every two calendar years (2 hours)
- General Ethics and Compliance Briefing every year (approx. 30 minutes)
- Email notification with links to training will be sent to your UCSC email account
Hiring Authority

- Faculty do not typically have authority to hire
- Be careful that you don’t make an employment commitment by promising someone a position (e.g., TA)
Faculty are Supervisors

- The University has expectations about you as a supervisor.
- There are numerous policies, collective bargaining agreements and state and federal laws that apply to employees.
Conflict of Commitment & Outside Professional Activities

- APM 025 provides faculty with the equivalent of one day per week to spend on outside professional activities

- Annual reporting and/or prior approval from the dean or CP/EVC required for certain categories of activities
Responsibilities involving Students with Disabilities

- Ensure equal access without compromising essential components of class

- Keep disability-related info confidential
  - Academic Accommodation Request Forms
  - Need for note taker
  - Exam arrangements
Resources for Your Advancement Reviews

- Use the “Appointment and Advancement” section of CAPM to learn about your review process
- Attend an Assistant Professor workshop
- Use the Biobib Guidelines and Biobibnet to help you prepare/update your cumulative biobib
Family Friendly Policies

- Childbearing/Childrearing and Parental leaves; Family and Medical Leave (FML)
- Active Service-Modified Duties (ASMD)
- Some leaves or circumstances qualify for time off the tenure clock (maximum of two years total).
Resources

- Divisional Academic Personnel Coordinators
- Academic Employee Relations & APO Liaisons
- Sexual Harassment/Title IX Office
- Privilege & Tenure Advisors
- Disability Resource Center (DRC)
- APO.UCSC.EDU