

Dean's Office / Department Contacts Meeting

September 20, 2012 - 2:00 - 3:00 PM

General Announcements

1. New version of PPM 230-20 and 28 up - includes Prof of Practice.
230-20 On Page 33, 7.
230-28 On Page 15, Item F.
2. New Authority Charts published in August (8/16/12)
<http://academicaffairs.ucsd.edu/files/aps/docs/AuthRevChart.pdf>
3. New AP Online eligible files to be announced first week of October.
4. New Faculty Equity Adviser: Pam Cosman
5. Mini Bios/Pics/Mentors due 9/21
6. Recruitment Short ads
Sample:

The UCSD Jacobs School invites applications from faculty candidates (associate level preferred, but all levels will be considered) who demonstrate the highest standards of scholarship and professional activity in a research area in any of our six engineering departments (www.jacobsschool.ucsd.edu/academic/departments.shtml), combined with a strong demonstrated commitment to diversity efforts (www.jacobsschool.ucsd.edu/diversity/). Review of applications will start October 1, 2012 until filled. For further information, please see <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/jobdetails.asp?PositionNumber=10-483>. Apply at: <https://apol-recruit.ucsd.edu/apply/JPF00246>.

UCSD is an equal opportunity / affirmative action employer.

7. Last Year's Recruitments
*Issues Reference Letters
*14 yes +2 likely yes

8. Jacobs School Recruitment Updates for 2012-13
 - *Departmental
 - *School Wide (1 candidate per department)
 - *Campus <http://www.jacobsschool.ucsd.edu/aeri/>
9. CAP Reconvenes 9/22.
10. APM 025 update and reminder (and update on form)
11. Change your Password
12. Fall AP Contacts Meeting 10/5 The Dolores Huerta/Philip Vera Cruz room (below the LGBT Center)
13. AP Specific Trainings
 - ACADEMIC PERSONNEL: ACADEMIC LEAVES & FAMILY ACCOMMODATIONS
 - ACADEMIC PERSONNEL: ACADEMIC RECRUITMENT
 - ACADEMIC PERSONNEL: AP ON-LINE REVIEW - ADVANCED
 - ACADEMIC PERSONNEL: AP ON-LINE REVIEW - BASIC
 - ACADEMIC PERSONNEL: INTRODUCTION TO ACADEMIC EMPLOYEE RELATIONS
 - ACADEMIC PERSONNEL: INTRODUCTION TO ACADEMIC PERSONNEL
 - ACADEMIC PERSONNEL: INTRODUCTION TO AP ON-LINE RECRUIT
 - ACADEMIC PERSONNEL: PREPARING THE BIOBIB
 - ACADEMIC PERSONNEL: THE ACADEMIC APPOINTMENT PROCESS
 - ACADEMIC PERSONNEL: THE ACADEMIC REVIEW PROCESS
 - NON-SENATE INSTRUCTIONAL UNIT OVERVIEW & KEY CONTRACT CHANGES**
14. Juan Lasheras – Acting Dean – 10/01/12 – 12/31/12
15. No Paper files

Discussion Items

16. Addressing teaching deficiencies in files
17. Electronic Pubs Pilot Project
18. Shared Department Review files
 - *Each department reviews for their own criteria and makes recommendation based on contributions to the department. The two departments recommendations have nothing to do with each other. Discrepancies, call Dean's Office - CAP ultimately decides.

19. BioBibs

- *Reminder to update BioBibs for people that were newly appointed at the last review
- *Sample BioBib formatting.

20. JSOE AP Website Re-Design – See Handout

- *Revisit List of Topics
- *Still plan to roll out in October

Questions Comments: