

BUNNIE JACQUAY

Special Guest
Sr. Analyst,
Academic
Personnel
Services

ADJUNCTS COMING ON TO PAY STATUS

- Adjunct should have a step assigned to them upon initial appointment. If they don't, they default to step I of their rank. Assigning a step is helpful for the occasion when they do come on to pay status.
- NO MORE BYAs!
- A percentage will need to be employed when an adjunct comes onto pay status, you will need to back in to the amount by assigning the appropriate percentage to their pay status request.
- DOS code in PPS should ALWAYS be REG – not BYA.

DEADLINES

- CAP and other reviewers have limited and specific times to meet and review files.
- Turning in files late creates a bottleneck, and then in turn are late at every juncture, creating an influx of files that need to be reviewed by CAP at the end of the season.
- CAP does NOT meet after: 7/25/13.
- <http://senate.ucsd.edu/Committees/CAP/2012-13MeetingSchedule.pdf>

TALKING TO YOUR CHAIR

- Your Chair may not know the deadlines – you need to advise them.
- Make sure your Chair knows what information needs to be included in the department letter for each action.
- Make sure your Chair knows the progress of each file throughout the season in case the Chair needs to move the process along.
- Discuss Dean's Office feedback with your Chair.
- Engage the Dean's Office if your Chair is not prioritizing the files.

NEW MID-YEAR APPOINTMENT ZERO-YEAR OPTION

- Effective NOW!
- Zero-Year option is available to Assistant-level only academic appointees who are appointed in the months of Jan - June allowing them to delay their first review by one year.
- Selecting this option does not delay their 8 year clock, but it does set back their appraisal and promotion review.
- Any academic appointee at the assistant level who is hired between January and June provides a form (example on next slide) indicating whether or not they elect the zero-year option.
- The department recommendation letter must also mention which option the academic appointee has selected.
- Make sure to discuss the pros and cons with your new appointees for both options.

NEW ZERO-YEAR OPTION – FORM SAMPLE

'ZERO-YEAR OPTION' ELECTION FORM - GENERAL CAMPUS'

For Assistant Rank Only

(Select and complete only one 'Option' below)

Option 1: "YES" -Zero Year Option

Due to my mid-year appointment start date of _____, 20_____, I voluntarily choose to delay my academic review cycle until July 1, 20_____.

I understand that the academic review period normally begins on the July 1 prior to a mid-year appointment start date, and by electing to postpone the beginning of my first review cycle, I will delay my merit advancement (if applicable) by one year. I also understand that I cannot be appointed in this series for more than eight years.

My academic review cycle will begin on: July 1, 20_____
My first review will be effective: July 1, 20_____
My appraisal will be effective: July 1, 20_____ (if applicable)

I understand that my readiness assessment to consider promotion normally occurs after six years. Therefore, it is expected that my promotion file will be due in the fall of _____, with an effective date of July 1, 20_____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

For Senate Appointees Only: I also understand that, because I may not be appointed in this series for more than eight years, if my promotion review is postponed and ultimately is not successful, I may have less than one full year remaining following a negative promotion decision, and will be unable to ask for reconsideration of such decision.

Option 2: "NO" -Zero Year Option

I acknowledge my mid-year appointment start date, and I voluntarily choose to forgo the 'zero year' option. I also understand that I cannot be appointed in this series for more than eight years.

I am aware my academic review cycle will begin on: _____ 1, 20_____
My first review will be effective: July 1, 20_____
My appraisal will be effective: July 1, 20_____ (if applicable)

I understand that my readiness assessment to consider promotion to the Associate level will take place in less than six years. Therefore, it is expected my promotion file will be due in the fall of _____, with an effective date of July 1, 20_____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

Print Name

Signature

Date

Note: This form is available on our internal website. If you select it for download (vs. just viewing it) it is form fillable

NEW COMP PLAN (GCCP)

Currently set to take effect 7/1/13.

Faculty participating in the GCCP are required to meet minimum good standing criteria as follows:

- Advancement in rank or step in last academic review (or equivalent satisfactory review), including fulfillment of the faculty member's approved teaching load, and University service commensurate with rank and step
- Maintenance of the participant's position as a leader in a chosen field of research
- All research contracts and grants are in good standing, (e.g. no outstanding agency reports or accounts in deficit)
- Fulfillment of graduate student support and training obligations
- Compliance with reporting and training requirements.
- Departments are permitted to develop additional good standing criteria. Good standing criteria must be approved by a two-thirds majority of the department's Senate faculty. Once approved, a department's good standing criteria must be provided to all department faculty, the appropriate Dean, CAP, and the EVC.

GENERAL REVIEW FILE NOTES/REMINDERS

- Feel free to encourage your personnel to make their research statements brief 😊
- BioBib:
 - Everything should include dates.
 - Make sure to double check the review period and effective dates in the upper right hand corner for accuracy – reviewers rely on these.
 - Must be signed (if uploaded to AP On-Line *Review* – the signature is electronic).
 - NO double reporting! If something is counted as new at the last review, it needs to be ABOVE the line! Also, if something was previously omitted and did not occur in the current review, it goes above the line in the appropriate place.
 - Good job on the electronic pubs!
 - Good job on converting to .pdfs . THANK YOU!

DEPARTMENT RECOMMENDATION LETTER

- Specifically state everything you are recommending at the outset and justify your request in the body of the letter, i.e.
 - Promotion to Associate Step I
 - Favorable with recommendations appraisal
 - Reset of the MOS
 - 2 year acceleration
 - Etc
- Address ANY deficiencies in review.
 - Low teaching evals.
 - Low service levels.
 - Funding issues.
 - Research issues.
- Provide justification for every requested action in accordance with policy:
 - MOS and BOS
 - Acceleration – be sure to spell out the department standards for Normal Advancement.

REFEREES

- Do not refer to referees by name in the department letter! “Referee F states”
- Try not to use excessive quotes from the referee letters in the department letter. Reviewers read every single referee letter, therefore quote sparingly and only where it helps your case the most.

See <http://adminrecords.ucsd.edu/ppm/docs/230-28.pdf> pg. 3 “comments that might identify external referees must not appear in the department letter; excessive quotations from external referee letters are discouraged.”

- When is it ok to use a non-independent referee?
 - For Junior Level appointees – still use sparingly!
 - When you need to call on the expertise of the individual for a specific reason (field is small, no one else is qualified to speak on the subject...) Always address your reasoning for asking a non-independent individual to evaluate on the External Referee ID form.
- ALWAYS address any unsavory referee comments.