

# AP Contacts Meeting Agenda

June 2015 AP Contact Meeting  
6/18/2015

Attendees: Dimple – ECE, Christie – BE, Dana & Bethany – NE, Lisa – SE, Esra – CSE

10:00am-11:30am  
Small Conference Room

---

“Where Mindy Stood”	<ol style="list-style-type: none"><li>1. Salaries Proposed - Submitting Justifications <b>Codicil and approval from EVC for cases</b></li><li>2. ELSAs</li><li>3. Start-up requests <b>Let Dean’s office know what the candidate wants to get offer accepted</b></li><li>4. Selection Reports and other OADEO Issues <b>Due to shortage of staff, process flow of approvals are being confused</b></li><li>5. Independence of Referees <b>Will add link CAP site to JSOE AP site explanation of independence. Note collaboration and reason for inclusion of referee on Ref ID</b></li><li>6. Evidence of teaching <b>Should include recent teaching evals (2 yrs) in apt. files; must explain exceptions</b></li><li>7. Recruitment Calendar and submission timelines - may be adjusted slightly <b>Timeline adjusted; dean requesting chairs to submit FTE allocations sooner.</b></li><li>8. FTE Allotment for 15-16</li><li>9. MOUs</li><li>10. Accelerations <b>recommend addendum/ dept. should be consistent in files</b></li><li>11. Teaching Table for next year <b>Where would depts. Like to include this in the files? Teaching Caseload or bio?</b></li><li>12. New BioBib is mandatory for 15-16 <b>Will update JSOE site and add new form; update bib section formatting</b></li></ol>	Mindy
---------------------	---	-------

# AP Contacts Meeting Agenda

---

13. Reviewing the file before submission, common issues:
  - Pubs List **Make sure pubs correspond**
  - Comparing prior bibliography **Consistency highly recommended**
  - Nothing new? Double check with candidate
  - Missing items **Removal of important listings not recommended**
14. What you did exceedingly well **Dean acknowledges great teamwork and appreciation of timeliness**
  - Department Letters – Significantly improved!
  - Working with each other
  - Working with your faculty to meet timelines
  - Working with your Chairs to advise them
  - Asking great questions
  - AP Online Usage

---

Lecturer Files	For appointees who are have a UCSD appointment and a lecturer appointment, their pay schedule should be 9/12 and title code should be 1630. <b>Discuss future application to streamline the process</b>	Tina
----------------	---	------

---

Workload	A course and current workload report will be sent to each department for review and verification. If requested, please provide documentation for all courses assigned a workload other than one. Once we have established an agreement on all the workloads, a complete report and documentation will be sent to AP and the Union. <b>Need explanation for assigned workload; send MOU with request to each dept.</b>	Tina
----------	---	------

# AP Contacts Meeting Agenda

---

Visas

Notify us IMMEDIATELY if you know a new candidate will be needing a visa processed;

Tina

ads for new appointments; invoices should include effective start of posting date and last date posted if using sites; alternatively, as a best practice departments should take a screenshot for the first posting date and also for the last posting date if using sites only for advertising.

---

End of the year reminders

- 
- Separations
  - Clear publication folders
  - Preparations for next year's reviews
  - APM025 Reporting forms
  - Call will be forthcoming for documents
  - FA15 items: lecturer files, leaves

Tina

---