



Academic Personnel Monthly Information Session

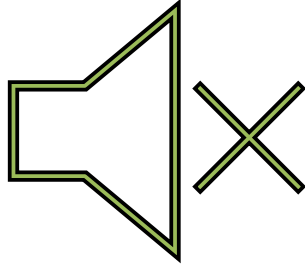
Presented by the Office of Academic Personnel

August 22, 2023



- ✓ New items: Advancements
- ✓ Reminders: Advancements
- ✓ Peer Review of Teaching
- ✓ New Faculty Statements
- ✓ Reminders: Recruitment
- ✓ Resources/Announcements
- ✓ Questions & Answers

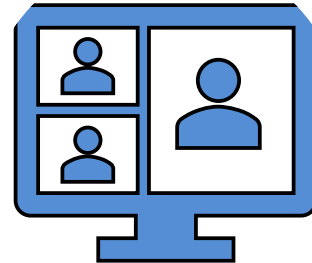
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

New: Advancements

✓ Late Submission of Actions:

- Academics who do not submit their materials by the Department Due Dates in the Appendix A must request an extension from the Dean for just cause (e.g., illness)

| Review Type | Deadline materials are finalized and due to the following location: ¹ | | | |
|--|--|-------------------------------------|----------------------------|---|
| | Notice of Eligibility to Candidate ² | Department | Dean's Office ³ | VP Office (Non-Redelegated) Senate Office (Redelegated) |
| Promotion to Associate Professor (or equivalent titles) and promotions for some Academic Federation titles to the Associate rank, including the following title series: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, _in the AES, Specialist in Cooperative Extension | | 10/6/2023 AP deadline 8/25/2023 | 10/27/2023 | 11/13/2023 |
| All other Promotions for the following title series: Professor, Professor in Residence, Professor of Clinical_, Lecturer with Security of Employment, _in the AES, Specialist in Cooperative Extension | | 10/27/2023 AP deadline 9/15/2023 | 11/13/2023 | 12/8/2023 |

- No more than two (two-week) extensions will be granted
- Action will become an administrative deferral if deadline or extension are not met
- Advancement eligibility will be updated to the next review cycle
- Accelerated promotions are not eligible for extensions

New: Advancements

- ✓ **Dean's Signature on Promotions:** Provost and Executive Vice Chancellor Croughan request the Deans to sign or co-sign the letters for promotion actions.
- ✓ **Advancement from Step 8/8.5 to Above Scale:** should be based on "rare and compelling" reasons (APM 220-16) and must be clearly articulated by the reviewing body (department letter, FPC, Dean, and/or CAP), outside of stating that the criteria of evaluation are "outstanding" for Step Plus purposes.
- ✓ **Linking Merits and Appraisals in MIV:** when created as linked actions in MIV, they share the same packet in their dossiers. Must delete one of the actions and start the action over if want the merit and appraisal submitted separately.
- ✓ **Student Evaluations for Fall 2022:** faculty may voluntarily remove their student evaluations from Fall 2022 due to impacts of the strike.
- ✓ **Breaches of Confidentiality:** list of reviewers is confidential. If the identity of the reviewer is revealed- Dept must write to the reviewer(s) and explain the breach of confidentiality and inform the reviewer of option of declining any future requests from UC Davis.

New: Advancements

- ✓ **Housing of Grants:** the academic unit where their grants and contracts are housed/administered (dept, center, research program, or ORU) has no affect on the outcome of their advancement actions.
- ✓ **Non-Peer-Reviewed Articles in MIV:** articles that are not peer-reviewed (editorials, introductions to books, etc.) should not be included with peer-reviewed articles in MIV. They may be instead placed in the “Other Publications” section of MIV.
- ✓ **Statement of Contributions to Public and Global Impact in MIV:** this statement provides the opportunity for academics to specifically address areas of public and global impact in their dossier.
- ✓ **Strike Impact Statement in MIV:** statement explaining the impact the strike had on faculty research and teaching activities and any extraordinary efforts faculty may have made in service of the university’s teaching mission- optional, one page limit.
- ✓ **Good Standing Program:** Attaining Good Standing enables appointees to be eligible for: endowed appts/reappts, ranges on off-scales, salary compensation plans, leaves of absence (non-medical), etc.



- ✓ **Peer Evaluation of Teaching for Any Action**-only required for promotions.
- ✓ **Items to Include with Extramural Letter Requests** –can include all statements. Must first be approved by candidate.
- ✓ **Extramural Letter Solicitation:** at rank = to or above.

Reminders: Advancements



- ✓ **Department Letter Requirements**—include % of effort (e.g., teaching or clinical work), in first paragraph of letter. % of Clinical effort required for Clinical X, % of Teaching and Research effort required for Adjunct.
- ✓ **Ballots for Accelerated Promotions**—include lateral promotion option.
- ✓ **Joint Department Reviews:** primary department is not required to share department letter. Reviews should be run independently.
- ✓ **Advancement Announcements:** candidate only



MyInfoVault Reminders

- ✓ Remember to convert appointees to candidates as soon as they have computing (email) accounts.
- ✓ Grants & Contracts: Complete 'on/off' campus award amount and # of PI/co-PI
- ✓ Sabbatical reports required for merit and promotion dossiers
- ✓ Revisions to manuscripts should not be listed more than once in MIV
- ✓ When drawing "lines" include effective date, rank and step
- ✓ Editorial Board Service: include link to membership and # of reviews per year
- ✓ Honors and Awards: Name of organization, significance, link
- ✓ COVID Impact Statements in MyInfoVault (MIV): upload separately in MIV, 1 page



Voluntary One-Year Pilot Study Effective July 1, 2023

- ✓ APM UCD 220 currently requires members of the Academic Senate to provide peer reviews.
- ✓ Faculty who are in the Health Sciences Clinical Professor (HSCP) title, whose instruction is predominantly in clinical settings rather than in the classroom, may benefit more by receiving peer review from faculty who share similar duties and responsibilities.
- ✓ The Office of Academic Affairs is initiating a voluntary one-year pilot study to allow Health Sciences Clinical Professors to provide peer teaching evaluations of other Health Sciences Clinical Professors.
- ✓ Senate faculty can still provide a Peer Review of Teaching for HSCP faculty.
- ✓ HSCP can only review other HSCP.

Reminders: Recruitment

Enhanced Training for Faculty Search Committee Members and STEAD

SOM Search Committee Members are encouraged to sign up at <https://health.ucdavis.edu/diversity-inclusion/events/index.html>

STEAD is the campus class focused on senate faculty recruitments <https://academicaffairs.ucdavis.edu/stead>

- ✓ Attend class prior to reviewing applications.
- ✓ Non-UCD members of a faculty search committee must also be trained.
- ✓ Training is good for 3 years.

Setting the Stage is class for deans, associate deans, chairs and staff who prepare faculty recruitment and is offered at the end of each academic year.

Reminders: Recruitment

Conflict of Interest

- ✓ Statement and Form are due at the time the shortlist is filed.
 - Faculty form: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/faculty-recruitment-committee-coi-statement-and-form.pdf>
 - Non-faculty form: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/non-faculty-recruitment-committee-coi-stmt-and-form.pdf>
- ✓ Upload in UC Recruit under the “Documents” tab > “Letters and Memos” section.

Reminders: Recruitment

Change Requests

- ✓ Please resolve your UC Recruit change requests.





- ✓ [Annual Call 23/24](#)
- ✓ [Schools of Health MIV User Guide](#)
- ✓ [Forms & Checklists](#)



Upcoming Offering

Academic Advancements & MIV Overview for Administrators

September 2023

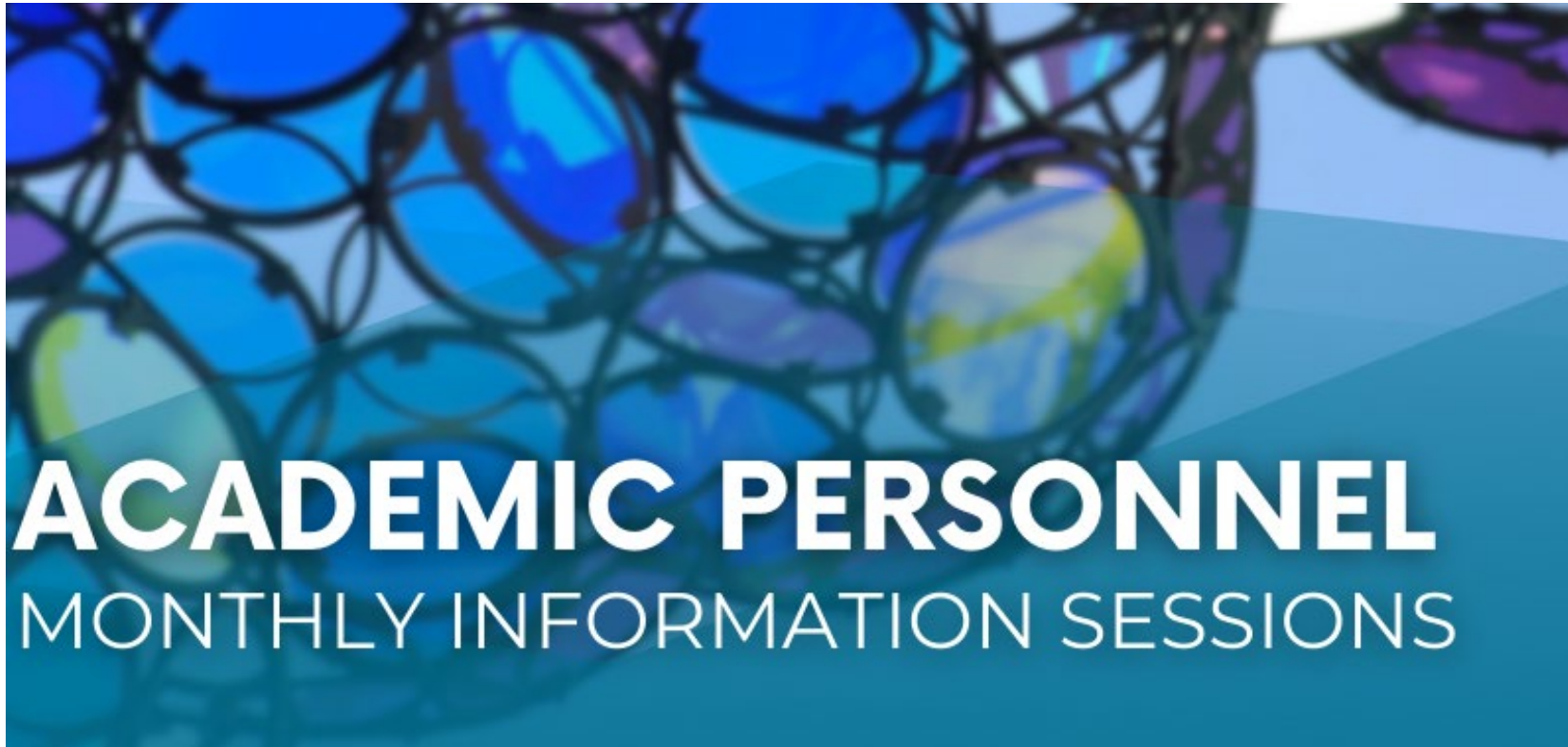
A 2-part series designed to provide Academic Personnel administrators a general overview of the Academic titles and advancements within the Schools of Health and the MIV system. The series includes a virtual session and in person MIV lab. MIV topics will include the different categories used by the Schools of Health, resources, and tricks and tips for data entry in the system.

Registration is limited.

Questions



Upcoming Session-Tuesday September 26, 2023



Thank you for your attendance today!!!