



Academic Personnel Monthly Information Session

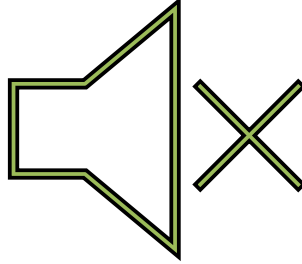
Presented by the Office of Academic Personnel

Lisa Reevesman, Stephanie Celestin, Nicole Steele and Jennifer Bozant

August 27, 2024



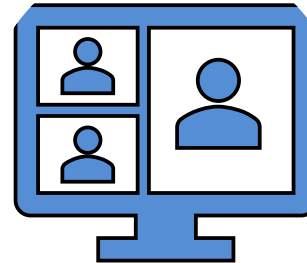
- ✓ Recruitment
- ✓ Academic Advancements-new items
- ✓ Academic Advancements-clarifications & reminders
- ✓ Academic Advancements-reminders & extensions
- ✓ Peer Review of Teaching, HSCP
- ✓ Department Letters
- ✓ Voting Website
- ✓ Expansion of Paid Sick Leave



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

2024-25 Annual Call - Recruitment

- ✓ Restrictions to new hires from other UC's
- ✓ STEAD/Enhanced Training for Faculty Search Committees
- ✓ Shortlists
- ✓ Reference Checks

Restrictions to New Hires from other UC Campuses

- ✓ APM 510-Intercampus Transfers
- ✓ APM 510-18 Rank, Step, and Salary

2024-25 Annual Call - Recruitment

STEAD Updates

STEAD Campus Workshop offered via Zoom – 4 years

Mandatory for Senate Faculty Search Chairs

<https://academicaffairs.ucdavis.edu/stead>

Faculty Search Committee Chairs of Non-Senate and Members
Senate/Non-Senate Faculty recruitments will satisfy the STEAD
requirement by attending the Enhanced Training for Faculty Search
Committee Members offered online

<https://health.ucdavis.edu/facultydev/events/upcoming-events.html>

Setting the Stage workshop found on STEAD website

Recruit

Shortlists

- ✓ Shortlist Reports will not be reviewed or moved forward to the final decision authority until the COI faculty/non-faculty Statement and Form is added to the recruitment. The form is uploaded to the Documents tab.

2024-25 Annual Call - Recruitment

Reference Checks

- ✓ Required for Assistant Professor, Ladder Rank, Step 4 and above.
- ✓ Reference Check statement required in the Recruit description field and an “Authorization to Release Information” form is a required document in all applicable recruitments that include this title.
- ✓ TOL is required to include the Reference Check statement.
- ✓ Reference Check may occur concurrently with the negotiation of the terms in the TOL however, the Reference Check must clear before finalizing and having the candidate sign the TOL.
- ✓ For more information see, <https://academicaffairs.ucdavis.edu/reference-check-information>.

2024-25 Annual Call – Academic Advancements

New This Year

- ✓ Department Ad Hoc Committee Reports
- ✓ Grants in MIV for Federation Members
- ✓ Guidance for Optional Statements in MIV
- ✓ Extramural Letters-Not Required for Barrier Step Merits
- ✓ Graduate Group/Program Service

2024-25 Annual Call – Academic Advancements

Clarifications/Reminders

- ✓ Student Evaluations (new)
- ✓ Contributions to Scholarly Works (clarification)
- ✓ Department Letter Requirements (reminder)
- ✓ Joint Department Reviews (reminder)

2024-25 Annual Call – Academic Advancements

Reminders

- ✓ Step Plus Promotions/Barrier Step Merits and Department Letters
- ✓ Service Activities
- ✓ Above Scale from Step 8 to 8.5
- ✓ Dean Co-Sign on Promotions

2024-25 Annual Call – Academic Advancements

Schools of Health Academic Personnel Deadlines

Due Date	Action Type
8/23/2024	Promotions to Associate and Full in all series <i>except</i> HSCP
9/15/2024	Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
9/20/2024	Promotions, all HSCP
10/11/2024	Promotions, all other Federation titles
10/11/2024	Merit increases for Deans and Department Chairs
10/31/2024	Vice Chair Reappointments
11/1/2024	Merits to Associate, Step 4 or 5 (by permission of AVC)
11/1/2024	Merits to Full, Step 6
11/1/2024	Above Scale Merits
11/1/2024	Five-Year Reviews
12/6/2024	Appraisals
1/10/2025	Regular Merits
3/7/2025	“First After” Merits (1 st normal merit after appointment or promotion)

VP-AA Deadline

11/15/2024
12/13/2024
12/20/2024
1/10/2025
1/31/2025
1/17/2025
1/31/2025
1/31/2025
3/14/2025
2/21/2025
2/21/2025

2024-25 Annual Call – Academic Advancements

Extensions

Schools of Health AP Deadlines:

- ✓ Requests must be submitted prior to the Schools of Health AP Deadlines
- ✓ Extension request may not exceed 30 days beyond the Health AP Deadline
- ✓ For subsequent extension requests, include the Chair concurrence

VP-AA Deadlines:

- ✓ Accelerated promotions are ineligible for extensions
- ✓ Requests must be submitted to AP Analyst prior to VP-AA Deadlines, Appendix A
- ✓ No more than (2) 2-week extensions will be allowed
- ✓ Include strong justification with the Department Chair concurrence
- ✓ Interim AVC will review/provide concurrence
- ✓ VP will review/approve

2024-25 Annual Call – Academic Advancements

Helpful Reminders for Academic Reviews

- ✓ Refer to APM advancement policies, Academic Affairs Forms & Checklists, Delegations of Authority, and Schools of Health MIV Guide
- ✓ RA Unit Members: A "Notice of Eligibility" for merit/promotion is required to be issued to candidate at least (6) weeks before the review materials are due
- ✓ Appraisals and Five-Year Reviews may not be deferred
- ✓ Deferrals and Five-Year reviews are due at the same time of the respective action deadline
- ✓ For “declined” merits that do not route via MIV (merit at Professor, Step 5 or above) a written notice/email from the candidate that they will not pursue action with the Chair acknowledgement is required to be submitted to your AP Analyst
- ✓ Notify your assigned AP Analyst when an action has been routed to the School/College level in MIV

Peer Review of Teaching/Department Letters

- ✓ Peer Review of Teaching Pilot Program, HSCP: Extended for 24/25.

Christine S. Cocanour, MD
Interim Associate Vice Chancellor
Schools of Health
Office of Academic Personnel

Voting Website Enhancements

Voting Website Enhancements

July 2024

- ✓ Message Center-"not voted yet" feature
- ✓ Go Live Date-Actual date voting is open to faculty
- ✓ Manage Accounts-new "action" icon
- ✓ Vote Posting Results-"Excused Absence" column

Contact Stephanie Celestin for Voting Website troubleshooting prior to reaching out to IT. slcelestin@ucdavis.edu

Expansion of Paid Sick Leave

Expansion of Paid Sick Leave

- ✓ Effective January 1, 2025 employees in non-sick leave accruing titles will be afforded a sick leave bank of 6 days per calendar year

Eligibility, Time Reporting, and Usage

- ✓ All employees that have been appointed for a minimum of 30 calendar days
- ✓ Managed via Ecotime
- ✓ The bank will be reported by days, not hours

Employees may use protected paid sick leave for the following reasons:

- ✓ The diagnosis, care, or treatment of an existing physical or mental health condition of an employee or an employee's family member
- ✓ Preventive care for an employee or an employee's family member
- ✓ Specified reasons for an employee who is a victim of domestic violence, sexual assault, or stalking

Expansion of Paid Sick Leave

Training and Resources

- ✓ Revisions to policy will be addressed in APM 710
- ✓ Systemwide HR webinar will be held around Oct 15th
- ✓ UCNet website will publish public site on Nov 1st to include resources and FAQ's
- ✓ Training on how to report time will be managed locally

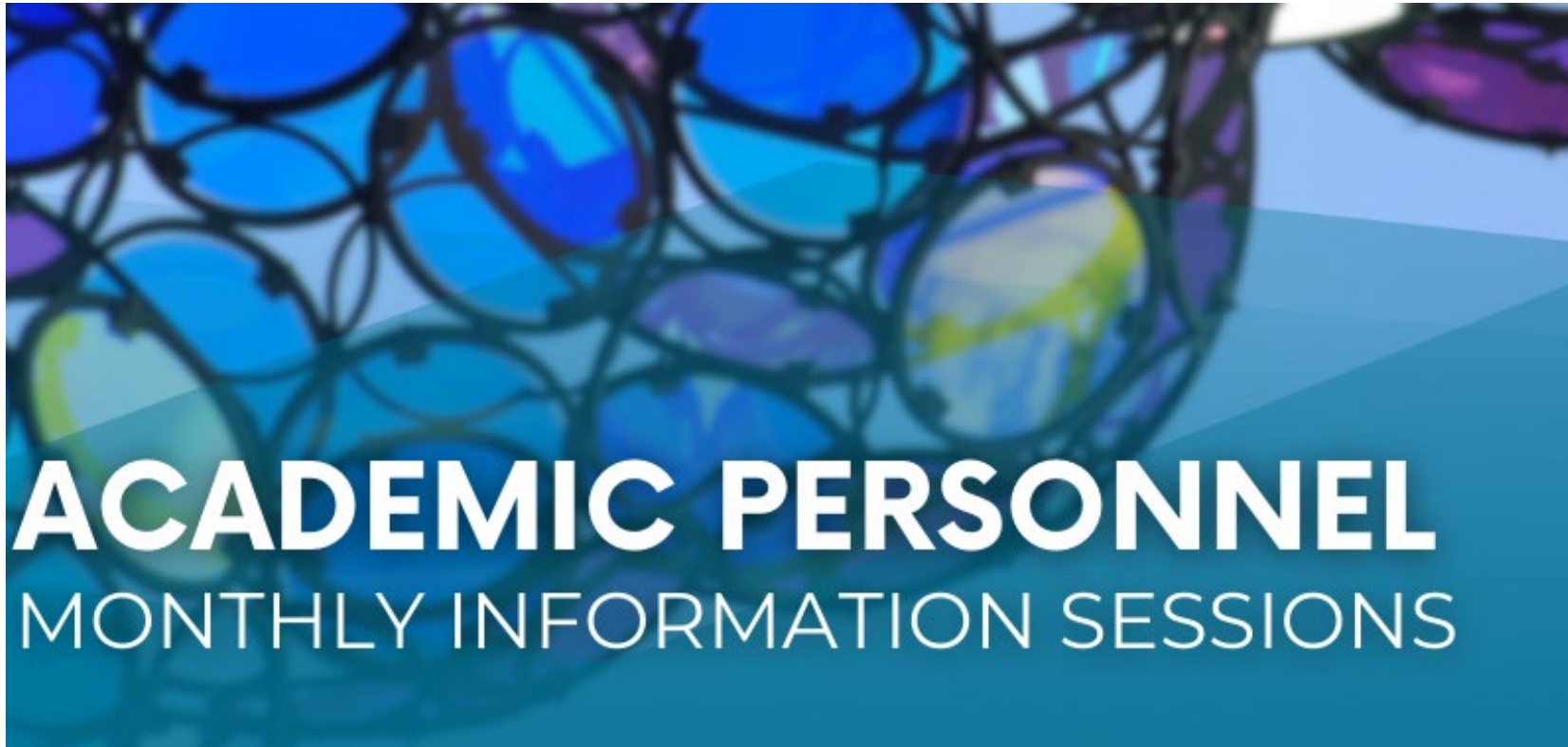
Health Sciences Compensation Plan

- ✓ No changes will be made upon rollout effective Jan 1, 2025
- ✓ Workgroup formed with UCOP and other UC's discussing potential changes to the Comp Plan leave benefits and revisions to the HSCP Implementation Guidelines

Questions



Upcoming Session-Tuesday April 23, 2024



Thank you for your attendance today!!!