

**Fall Academic Personnel Workshop
October 8, 2008**

WORKSHOP NOTES

Salary Scales and Issues Relating to Compensation

Current UC Budget and Faculty Salaries

- Update on ladder-rank faculty salaries
- Merits and promotions, including off-scale salaries, will still be considered as part of the personnel review process for ladder-rank faculty advancement.

Senate and Administrative Task Force on Faculty Salaries at UCSC

- In early June, a joint senate-administrative task force was formed to study faculty salaries at UCSC. The task force has submitted its report and the recommendations are currently under consideration by the Academic Senate and the campus administration.
- There is no reason to delay processing ladder-rank personnel files. If there are any changes this year in how ladder-rank personnel review files are compensated, the changes will be applied consistently.

Salary Scales for Represented Academic Employees

- Effective October 1, 2008, due to bargained contracts for represented academic employees, salary scales for Unit 18 Lecturers and all other Unit 18 titles will increase by 3%.
- Salary scales for Academic Student Employees (Teaching Assistants, Teaching Fellows and Associate In ___) will increase by 1.5%.
- Although not represented, salary scales for Readers, Tutors, and Remedial Tutors will also increase by 1.5%.
- These are the minimum increases mandated by these contracts, and they may increase if there is a general range adjustment percentage approved that is greater than these minimums.

Key Issues in the Ladder-Rank Academic Personnel Review Process

Actions Post-Professor, Step 6 and at Further Above-Scale

- Normal advancement in step beyond Professor, Step 6 will only be granted on evidence of continuing achievement at the level required for advancement to Step 6.
- For Professors already serving at Above-Scale, a further merit increase must be justified by new evidence of merit and distinction.

Greater-than-Normal and Accelerated Actions

- Accelerations and greater-than-normal salary requests are reserved for truly exceptional cases.
- Promotions or advancement to Professor, Step 6 coupled with an acceleration or greater-than-normal salary request are reserved for only highly meritorious files. The promotion itself is the acknowledgment for outstanding efforts.

- Greater-than-normal actions (single-step advancement plus an off-scale component): the file must demonstrate outstanding accomplishments in two areas of teaching, research, or service.
- Accelerations in step: exceptional merit must be demonstrated in all three areas of teaching, research, and service.
- Accelerations in time (“early” review files): these files are discouraged. “Early” files must be **highly exceptional** to warrant consideration. If the file isn’t highly exceptional, the decision will be denial of advancement in step or salary.

Advancement to Above-Scale and to Further Above-Scale

- Advancement should be at intervals of 4 years or more. As above, early files are discouraged unless there is **highly exceptional** evidence.
- Recommend using 11% as the amount of the salary increase for these actions, whether the review period is 4 years or more.
- The percentage may be adjusted based on the candidate’s accomplishments.

Appointments of Assistant Professors

- All Assistant Professors are expected to undergo at least one merit review at UCSC prior to review for tenure because they must establish a successful teaching and research record on this campus.
- Do not make promises to potential faculty members that they will be considered for tenure at their first review.
- It is important that appointments are made at the appropriate step and are based on the strength of the file and not salary considerations.
- For strong candidates, recommend appointment at Assistant Professor, Step 3, with possible off-scale amount. Last year, the typical appointment was at Assistant Professor, Step 3, with a salary of \$63,000.
- Appointment at the level of Assistant Professor, Step 4, will rarely be supported.
- The first four steps in the assistant professor rank are for normal use. Assistant Professor, Step 5, is reserved for exceptional situations and only with proper justification. On this campus, we do not use Assistant Professor, Step 6 except in highly unusual circumstances. A recommendation of reappointment to Assistant Professor Step 6 requires an explanation of why promotion is not the recommended action at the current time, but is the expected recommendation at the next review.

Timeliness of Personnel Review Files

Importance of Timeliness of Files

- In order to maintain the high standards of the personnel review process, it is imperative that files be submitted on time.
- Particularly unacceptable are late assistant professor files, **especially tenure files**.
- Delayed files have a serious impact on the ability to schedule ad hoc review committees. This can result in decisions being delayed until late June or files being held over to the next academic year.

- In 2007-08, only 30% of review files were submitted on-time from the departments to the divisions. 42% of review files were submitted on-time by the divisions to CAP or Academic Personnel. (See charts in packet.)
- File Deadlines for Departments:
Merit files are due to the division by **December 5, 2008**.
Files that require outside letters (mid-career appraisal, promotion, Step 6, and above-scale) are due to the division by **January 16, 2009**.
(See 2008-2009 Calendar of Academic Personnel Actions in packet.)

Delegations to Improve Timeliness

- Deans have been permanently delegated:
 - Normal merit actions at Professor Steps 6 to 7, 7 to 8, and 8 to 9; and
 - Greater-than-normal merit increases where the proposed increase does not exceed 5% of the candidate's current salary.

Preparing Personnel Review Files

TOP TWELVE CAP TIPS ON PREPARING FACULTY FILES

12. Keep Letter Short and Understandable
11. Offer Your Expertise to Help CAP Understand
10. Publications Are Counted Once, So Put in the File When They Will Have the Most Impact
9. Make Sure the File Is Complete
8. Address the Timeliness of Narratives (and Grades) (see CAPM 006.000.B.3&4)
7. Evaluate and Contextualize Teaching Profile
6. Evaluate Service – Don't Just List!
5. Address Contributions To Diversity (Criterion in APM 210-1.d, effective 7/1/05)
4. Evaluate Letters and Letter-Writers
3. Be Clear About Department Votes
2. "Big" Steps Review Everything Since Last Big Step
1. Justify Recommendations of Acceleration and Greater-Than-Normal Salary – On Merits of the Case!

More Key Issues in the Ladder-Rank Academic Personnel Review Process

- Independent Chair Letter (formally known as the Confidential Chair Letter)
- Minority Letters
- Addressing leaves in department letters

- Upcoming academic personnel review process workshop:
Friday, October 17, 2008
9:00 - 11:00 a.m.
Kerr Hall, Room 212

Academic Personnel Policy Updates and Reminders

- Reconsiderations
- Retention Actions
- Recall Appointments
- Split Appointments
- Policy Against Consensual Relationships with Your Students
- Leaves
- ASMD
- Stopping the tenure clock

Faculty Recruitment Guidelines

- Dean must approve the recruitment documentation before interviews can be scheduled or an appointment file can be compiled
- Formal offer of appointment is only authorized from the Dean or Campus Provost
- Extensions to response dates are the authority of the Dean and should be in writing
- Upcoming workshop for search committee members
Monday, October 13, 2008
Bay Tree Conference Center
Cervantes and Velasquez Conference Room D
1:30 to 3:30 p.m.

OR

Thursday, October 16, 2008
Bay Tree Conference Center
Cervantes and Velasquez Conference Room D
8:30 to 10:30 a.m.

Other Academic Personnel Updates

- APM 025
- Postdoctoral Scholar Representation
- Quarterly workshops for new faculty members